

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MASSACHUSETTS

JOHN GACHAGO,)	
)	
Plaintiff)	
)	
vs.)	CIVIL ACTION NO.
)	05-10141-RGS
BRISTOL-MYERS SQUIBB, and)	
AMERICAN EXPRESS,)	
)	
Defendants)	

AFFIDAVIT OF CATHLEEN EVERK

I, Cathleen Everk, depose and state the following:

1. I am the Travel Card Administrator for Bristol-Myers Squibb Company ("BMS" or the "Company"). I have worked in the Company's travel card department since 1988. I have held my current position since 1997.
2. While employed at BMS, John Gachago requested and received a corporate charge card from American Express Travel Related Services Company, Inc. ("American Express"). A new American Express corporate charge card ("Charge Card") was issued to him in or about July of 2002. His monthly Charge Card statements were mailed to his home address.
3. A true and accurate copy of the Company's Business Travel, Entertainment and Meetings Policy and Guidelines ("Travel and Expense Policy and Guidelines") is attached at Tab A. The policy and guidelines pertaining to payment methods for corporate charge cards, as set forth on page 5 of the Travel and Expense Policy and Guidelines, were in place during the period that Mr. Gachago had his Charge

Card.

4. The Charge Card issued to Mr. Gachago was for business expenses only. Personal use was not permitted on his Charge Card.

5. It was the sole responsibility of Mr. Gachago to make sure all charges made to his Charge Card were accounted for on his Travel & Expense ("T & E") Reports. Those charges not accounted for on his T & E Reports were the responsibility of Mr. Gachago for payment to American Express.

6. Mr. Gachago was responsible for keeping his Charge Card account current. Any late fees or finance charges (also known as "delinquency charges") assessed to the account were not reimbursable to the employee. Mr. Gachago was responsible for payment of these fees directly to American Express.

7. Mr. Gachago was also responsible for payment of any charges that were non-reimbursable business expenses.

8. Mr. Gachago's Charge Card was cancelled on May 5, 2004. Shortly after cancellation, he had an outstanding balance of \$1083.50.

9. I have reviewed Mr. Gachago's Charge Card statements from August 2002 through May 2004. A true and accurate copy of Mr. Gachago's Charge Card statements are attached hereto at Tab B.

10. I have reviewed Mr. Gachago's T & E Reports from August 2002 through May 2004. A true and accurate copy of Mr. Gachago's T & E Reports are attached hereto at Tab C.

11. From August 2002 to May 2004, Mr. Gachago had numerous charges on his Charge Card statements that were not submitted on his T & E Reports for

reimbursement. A list of these charges, which amounted to a total of \$1,372.50, is set forth in Tab D.

12. From August 2002 to May 2004, Mr. Gachago had a total of \$207.71 of delinquency charges on his Charge Card statements. A list of the delinquency charges is set forth in Tab E.

13. From August 2002 to May 2004, Mr. Gachago had a total of \$1,565.83 of charges on his Charge Card that were submitted on a T & E report but were non-reimbursable business expenses or were only partially expensed on a T & E Report. A list of these charges is set forth in Tab F.

14. From August 2002 to May 2004, Mr. Gachago paid a total of \$1,655.23 directly to American Express for charges on his Charge Card for unidentifiable expenses. A list of the payments is set forth in Tab G.

15. From August 2002 to May 2004, Mr. Gachago submitted some charges more than once on a T & E Report or on more than one T & E Report. In addition, a credit that was due to the Company was submitted by Mr. Gachago as a non-reimbursable expense. A list of these charges and credit, which total \$86.61, is set forth in Tab H.

16. From August 2002 to May 2004, BMS reimbursed Mr. Gachago for certain out of pocket business expenses directly to his Charge Card statement instead of to him personally. A list of the out of pocket expenses reimbursed to his Charge Card, which total \$320.70, is set forth in Tab I.

17. A true and accurate copy of the Company's policy on auditing T & E expense reports and American Express corporate charge card accounts ("Audit Policy"),

which was in effect at the time when Mr. Gachago left the Company, is attached at Tab J. Pursuant to the policy, it is the employee's responsibility to audit their own T & E reports and American Express statements and submit outstanding business charges.

18. A true and accurate copy of the Company's policy on cancellation of corporate charge cards, which was in effect at the time when Mr. Gachago left the Company, is attached at Tab K. Pursuant to the policy, should an employee leave the Company without reconciling their T & E reports and American Express statements, the employee is responsible for payment of any charges that have not been accounted for on a T & E Report.

19. In early September 2004, I was contacted by Mr. Gachago regarding the outstanding balance on his Charge Card statement. In response, I sent Mr. Gachago a copy of his T & E Reports, his Charge Card statements, and the Audit Policy. I informed him that he needed to review the paperwork and submit an expense report for reimbursement of any charges that had not been previously expensed on a T & E Report. Mr. Gachago did not thereafter submit an expense report to the Company.

SIGNED UNDER THE PENALTIES OF PERJURY THIS 11 DAY OF
OCTOBER, 2005.


Cathleen Everk

Business Travel, Entertainment & Meetings POLICY and GUIDELINES

North America
January, 2005

Dear BMS Travelers and Travel Arrangers:

Bristol-Myers Squibb Company associates, in the course of performing their job responsibilities, must incur travel, entertainment, and other business expenses. It is the purpose of this policy to provide travelers and management with uniform and consistent policies and procedures for the expenditure and accountability of Company funds in business-related travel and entertainment. Business units may not remove any requirements contained in this corporate policy. This policy applies to all personnel traveling on behalf of the Company. For the policy pertaining to non-employees, please refer to the document entitled, "Business Travel, Entertainment and Meetings Policy for Non-Employees" located on the TravelWeb.

The policy and guidelines outlined in this document are designed to help us sustain and increase our travel savings, while supporting the growth of our business. They reflect a careful review and benchmarking process with other pharmaceutical companies. By taking personal ownership of these policies and applying them in our actions, each one of us will contribute greatly to the success of our company. **All Managers are responsible for employees reading and understanding the policy and ensuring compliance.**

Any questions or concerns regarding the travel and entertainment policy or our travel management program should be addressed to the Corporate Travel Services Management Team. Key contact information as well as other important information can be found on the Corporate Travel website at <http://home.bms.com/travelweb>.

Sincerely,

Lisa Jacobsen
Director, Corporate Travel Services

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BMS Global Travel Policy Highlights

- BMS travelers and Expense Report Approvers are responsible for policy compliance.
- All travel reservations - air, hotel, and ground - must be booked through the BMS-designated Travel Agency, Carlson Wagonlit Travel (CWT), and the BMS Preferred Suppliers must be used whenever possible.
- The BMS Corporate charge card (where applicable) must be used to pay for all business expenses, except in cases where the card is not accepted.
- Travel should only be undertaken after eConferencing has been eliminated as an alternative.
- Travelers must choose the itinerary reflecting the lowest available airfare. This includes, but is not limited to using a designated airport when the fare differential is cost effective and using non-refundable tickets.
- All air travel requires pre-approval from a Manager with Grant of Authority. (North America only unless required by local management)
- First class is not permitted for air travel. First class is permitted for rail travel on trips of 2 hours or more (2 hours and 20 minutes for Europe and Asia Pacific).
- Airline tickets must be purchased at least 14 days in advance of departure date.
- Exceptions to designated carriers, lowest fare and/or class of service require approval prior to the issuance of airline tickets. The following guidelines will determine level of approval required:
 - Policy exception amounts of less than USD \$300 require the approval of a Vice President or above.
 - Exception amounts of USD \$300 or more require the approval of a Divisional Management Committee Member (DMCM) (refer to the Travel web site for the DMCM list or contact CWT).
- Meeting Registration through Global Meeting Management (GMM) is mandatory (by U.S.-based employees) for all company-sponsored programs that meet either of the following criteria:
 - All off-site meetings of 30 people or more utilizing meeting space and 30 or more hotel rooms on any one night of the program; and/or
 - Any off-site meeting with a budget over \$30,000 for expenses for air, accommodations, food and beverage, ground transportation, and audio-visual equipment.
 - Employees based in Puerto Rico, Canada, Latin America, Europe and Asia Pacific countries are required to register through GMM for any meeting fitting the above policy guidelines which will be

held in the U.S. GMM will assist with site identification and contract negotiation.

- Travelers may keep frequent flyer credits but may not specify an airline to attain such credits if a less expensive carrier exists. For US/PR employees frequent flyer credits with a Preferred Airline can be used for business trips and BMS will reimburse the traveler up to 50% of the cost of the ticket.
- Employees may upgrade with their own frequent flyer credits but may not downgrade a flight class for personal gain. Booking of a higher than lowest applicable airfare to be eligible to use the upgrade is not allowed.

TRAVEL ARRANGEMENTS

The Global Travel Program consists of a select group of designated suppliers with which BMS has negotiated agreements. These agreements, administered by our global travel agency, **Carlson Wagonlit Travel (CWT)** provide BMS travelers with significant discounts on air, hotels and ground transportation. Our designated supplier programs are made possible by leveraging the company's overall business and by meeting specific volume thresholds or market share commitments with our suppliers.

1. Reservations

All individuals traveling on behalf of BMS (i.e., employees, consultants, contractors, guests, employment candidates, etc) are required to make all their business travel arrangements (including airline tickets, lodging, ground transportation and car rental) via eTrip or CWT and use the BMS preferred suppliers. **Reservations made through any other source may cause the Company to lose discounts from prearranged financial agreements and may not be reimbursed.** Employees run the risk of not obtaining expense reimbursement if CWT is not used for all travel arrangements. Travel arrangements for domestic travel and simple roundtrip international flights should be made via the BMS on-line booking system, eTrip, in order to reduce agency administrative costs to the Company. Refer to Appendix A for specific contact information for CWT and detailed reservation guidelines.

Travel is a last resort to accomplishing a business mission. Travel should be undertaken only when ordinary business communications (e.g., telephone, letters, overnight mail, fax, electronic mail, teleconferencing, videoconferencing, e-Meetings) and/or other personnel at the intended destination cannot accomplish the business mission for which travel is considered. BMS offers a variety of business conferencing options that provide alternatives to the time, costs and rigors associated with travel. eConferencing is a real-time collaborative system that enables you to conduct productive meetings via audioconference, eMeetings (an Audio Conference combined with a Web Conference) or videoconference. Before planning a trip, employees must consider using one of these tools, where appropriate. For information on all the eConferencing services available worldwide, visit the eConferencing web site at: <http://econf.bms.com>.

2. Travel Security and Safety

Employee safety is of paramount importance to BMS. It is for this reason that BMS has contracted with **International SOS (ISOS)**, an emergency assistance company, that will enable us to send vital health and safety information directly to travelers once they make their travel reservations via CWT to an international destination. The service will also enable Management to track and locate the whereabouts of all employees who make their travel reservations in the case of an emergency. Therefore, you must make all of your travel arrangements (which includes hotel) via eTrip or CWT. Moreover, the travel arrangements should be made with CWT in the country in which the traveler is based. This is particularly crucial with regard to your hotel arrangements. Refer to Appendix B for hotel arrangement information and the Emergency Services section for additional information.

Travelers traveling outside of their home country can also contact the Corporate Security home page (<http://home.bms.com/CorpSecurity/>) for the latest information and updates on individual countries. We also recommend that you view the following articles for practical advice available on the Corporate Security web site: *Security Tips for Travelers* and *Hotel/Motel Fire Safety Tips*.

Safeguarding Company Information and Property

When employees remove information or property from the Company that could give an advantage to our competitors, they have the sole responsibility for its protection. We urge travelers to take particular caution with the information they carry or discuss while traveling. Protecting Proprietary Information (available on the Corporate Security web

site) is essential to achieving our competitive superiority. (Note: This link is available in English, French, German, Spanish, Italian and Arabic).

3. International Travel Documents

The BMS designated VISA/Passport service provider is CIBT (available in the US/PR only). If you require assistance determining if a VISA or other documentation is required for an international trip, please refer to the CIBT web site which can be found on the TravelWeb, the eTrip Portal or directly at <http://www.cibt.com/cibt2005/home.aspx?Login=30322>. CIBT's BMS specific web site offers a user-friendly "Virtual Visa and Passport Requirements Search Engine" which includes the necessary forms and instructions, as well as the BMS rates for processing the necessary documentation. Whenever possible, allow at least one week for processing in order to avoid rush fees by the Consulates or Visa Services Agency. For additional information or to check the status of an application in process, you can e-mail CIBT at customerservice@cibt.com or call CIBT at 888-215-1340.

Attempting to enter another country without proper documentation can result in immediate deportation or imprisonment.

4. Travel Accident Insurance

Employees are covered 24 hours a day by travel accident insurance while they are traveling on Company business. Travel Accident Insurance coverage, while traveling on Company business, is up to five times an employee's annual base salary, with a maximum benefit of \$2,000,000.

The insurance applies when employees are traveling in rental, leased or personal cars, any civilian or commercial aircraft or as a passenger or crew member in any corporate owned/leased aircraft and various types of licensed public transportation (including railroads, buses, boats or ships, taxis, chauffeured limousines).

For more information, please contact your Human Resources Representative.

5. Vaccinations

Employees should contact the Medical Department at their site to determine the necessary inoculations required whenever traveling outside their home country. The locations and contact information for the Medical Department can be found on the One BMS Portal under HR@bms, Health and Wellness tab..

6. Emergency Services

As a benefit and resource to all employees traveling internationally on business, BMS offers the **Global Travel Assistance Program**, managed by International SOS (ISOS). The Program includes the following services:

- Automated Travel Advisory (ATA) e-mails sent from ISOS to travelers prior to departure containing important security, medical, business and cultural information for the intended country destination.
- A resource for medical, security and legal assistance while traveling such as doctor referrals, prescription refill emergencies, a stolen wallet, etc.
- A Traveler Locator System to enable BMS management in the Security, Medical and Travel Departments to quickly identify the whereabouts of employees anywhere in the world in the event of an emergency (**requires that all of travel reservations (including hotel) be made via CWT**).

For additional information or to obtain an SOS identification card (which travelers are strongly urged to carry while traveling), visit the **Global Travel Assistance Portal for BMS**, accessible from the TravelWeb, Resources tab). : (http://www.bms.com/travel_yahoo_content/data/BristolMyersSquibb104855.htm)

PAYMENT METHODS

1. Corporate Charge Card

American Express is BMS's designated Corporate Charge Card (where applicable). All business travel expenses must be charged to the corporate charge card. Employees run the risk of not obtaining expense reimbursement if the corporate charge card is not used.

U.S./Puerto Rico based employees - To obtain a corporate charge card for business travel, complete an on-line application and submit a signed American Express agreement. The on-line application instructions and American Express Agreement are available on the TravelWeb, Forms tab. **All new employees are required to complete an on-line training module through Learning @ BMS prior to obtaining a corporate card.** Please refer to the TravelWeb for more information.

New employees based in Canada will receive an application form from Office Services.

Corporate charge cards are maintained on an individual liability basis and are to be used for business expenses ONLY. Personal use is not permitted on the corporate charge cards.

It is the sole responsibility of the employee to make sure all charges made to the corporate charge are accounted for on their T&E expense submission. Those charges not accounted for are the responsibility of the employee for payment to American Express.

Employees are responsible for keeping their account "current"; late fees/finance charges are not reimbursable. Late fees and finance charges are assessed to the account after 60 days of non-payment. These fees are not reimbursable. The employee is responsible for payment of these fees directly to American Express.

Accounts aging 60 days past due or more will be suspended for use until amounts are paid. Accounts aging 120 days past due will be cancelled.

Bristol-Myers Squibb will pay your American Express account based on your filing a T&E. The company does not pay the amount of your American Express statement.

The Program also includes "Corporate Express Cash", which allows BMS employees to access cash from ATM machines worldwide, for out-of-pocket expenses or where the card is not accepted. Another advantage is the traveler will receive foreign currency when accessing Corporate Express Cash in a foreign country, within Company-set dollar parameters. In order to use an ATM machine for Corporate Express Cash, you must initially complete a Corporate Express Cash Request form.

Visit the Financial Shared Services website (onefss.bms.com, Expenditures, Express T&E, Forms) to obtain the appropriate form for Express Cash. If you have any questions on the Corporate Charge Card Program, please contact your Corporate Card Administrator:

U.S. and Puerto Rico: Cathy Everk - cathleen.everk@bms.com, 609-419-5241 (on the tieline: 8-460-5241), fax: 609-419-7641.

Canada: Lori Doucet - lori.doucet-cifola@bms.com, 514-333-2535

For more information on the Corporate Charge Card Program, go to the T&E website:

http://onefss.bms.com/depts/express_te/index.html. Choose Policy/Procedures, select External, Get Files , and in File Category choose Travel Card Administration/AMEX.

2. Telephone Calling Cards (U.S. and Puerto Rico only)

When approved for an American Express corporate charge card, the traveler will automatically be issued an AT&T corporate calling card that provides substantial savings on domestic and international calls, particularly for calls made from North America. Calling card expenses will be billed directly to your corporate charge card on a monthly basis.

The company-designated calling card must be used at all times when on business travel. Hotels typically inflate the cost of phone calls made from the room. Travelers must avoid telephone surcharges by hotels wherever possible. Access charges assessed by international hotels can be significantly higher than actual call charges when the

Company corporate calling card is not used.

When you are planning an international trip, you should obtain the AT&T access number applicable to the country(s) to which you will be traveling. These access numbers are located on the AT&T website at <http://www.business.att.com/bt/access.jsp?c=a>.

Below are some of the most common travel destinations and rates (effective May 14, 2004) for calls back to the United States:

From	To:	Surcharge	Per Min
Australia	US	\$0.00	\$0.19
Belgium	US	\$0.00	\$0.15
China	US	\$0.00	\$0.34
France	US	\$0.00	\$0.15
Germany	US	\$0.00	\$0.15
Ireland	US	\$0.00	\$0.15
Italy	US	\$0.00	\$0.15
Japan	US	\$0.00	\$0.19
Mexico	US	\$0.00	\$0.34
Puerto Rico	US	\$0.00	\$0.06
Singapore	US	\$0.00	\$0.19
Spain	US	\$0.00	\$0.15
Thailand	US	\$0.00	\$0.99
UK	US	\$0.00	\$0.15

For additional rate information, [please click here](#) or visit the TravelWeb, under the Resources Tab. The cost savings are greatest when dialing either the Company access number 1-800-326-4460 or 1-800-CALL-ATT. **Do not use AT&T operator services unless it is an emergency. Connecting a call using the operator will subject you to much higher rates.**

When calling from outside your home country you will need to dial as follows in order to receive the discounted rates:

- Enter the AT&T direct access code from the country you are in
- Dial 800-326-4460 or 800-CALL-ATT
- Enter the number you are calling: area code + number
- Enter your 14 digit calling card number

Travelers should exercise prudence and good judgement with respect to the number and length of personal calls made while traveling. If you have questions, please contact Jeffrey Steele via email at jeffrey.steele@bms.com.

3. Travel Advances

Cash advances for business travel may be obtained at an Automated Teller Machine (Corporate Express Cash) using your Corporate American Express card.

The cash advance limit is \$1000 per month for all employees. Should an employee need an increase in their cash limit, the manager will need to send an e-mail request to the Corporate Card Administrator:

U.S.: Cathy Everk at cathleen.everk@bms.com,
Canada: Lori Doucet at : lori.doucet-cifola@bms.com.

The e-mail should include the amount of increase and business reason for the increase. Increases are extended for a 21-day period.

Cash advances that are not expensed within 60 days or taken against your American Express account that has aged to 60 days, are billed back to Bristol-Myers Squibb by American Express. The employee will then be responsible for reimbursing Bristol-Myers Squibb directly for the cash advance. Should this happen, cash privileges will be revoked.

4. Direct Billing

Airfare will be charged to the employee's corporate charge card, where such cards have been issued. For procedures for direct billing of airfare to the Company (where applicable) for group meetings, new employees (that have not received their corporate charge card) and non-employees (i.e., doctors, speakers or other guests of the Company) for which the Company has agreed to pay the airfare, contact the Agency. Any airfare that has been billed directly to the Company cannot be submitted for reimbursement.

TRANSPORTATION

1. Air Travel

All airline reservations including for individual business travel (transient), group meetings and relocation must be made through eTrip or Carlson Wagonlit Travel (CWT). This policy also applies to all consultants, visitors, doctors, guests and other individuals who travel on behalf of the Company.

Pre-Approval

All airline travel requires pre-approval from the Traveler's Manager with Grant of Authority. Managers are required to review each and every trip to determine the appropriateness of the travel request, where the cost of travel must be weighed against its benefits. The approval of trips must not be delegated to other members of a manager's staff. Please refer to Appendix II or the TravelWeb for more specific information on how to obtain pre-trip approval.

Advance Bookings

Whenever possible, in order to obtain the lowest airfares, all air travel must be reserved at least 14 days in advance of the departure date. Significant savings can be achieved (up to 40%) by taking advantage of 14-day advance purchase fares (primarily in coach class) and additional savings are often available by purchasing tickets 21 days or more in advance of the departure date. Please note that advance purchase fares must be ticketed and purchased on or before the 14th day prior to departure. Therefore, we strongly advise that travelers allow at least 2-3 business days for the pre-trip approval process to ensure that the airline tickets can be purchased before the airfare deadline. Any exceptions require documented rationale and management approval.

Preferred Airlines

Effective January 1, 2005, the primary preferred global carriers are American Airlines, Continental, Air France, All Nippon Airways, Alitalia, Qantas, and SN Brussels. For U.S.- and Puerto Rico-based employees, the vast majority of our destinations can be serviced by American Airlines and Continental Airlines for both domestic and international travel. Please refer to the TravelWeb, Travel Supplier Directory tab for a complete listing of designated airlines. All airline reservations must be made via eTrip or CWT.

Lowest Airfare

For all air travel, travelers are required to accept the itinerary representing the lowest available airfare, unless it is on an airline that is exempt from policy. Refer to the Appendix for a list of airlines that travelers are not required to take, even if they offer the lowest fare itinerary.

Connections - For U.S. domestic travel or for inter-regional travel between countries within Europe or Asia Pacific, a connection will be required unless it adds more than two hours to the duration of the trip (including flight time and ground connection time). However, if a preferred airline offers a non-stop or direct flight, travelers will not be required to take a lower fare on another airline with a connection. Also, travelers are not required to take a lower fare connection if the round-trip itinerary involves two alternate airports (i.e. flies out of JFK but into LaGuardia). For

international travel overseas, a connection may be required if it is with a Preferred Carrier offering the lowest fare within the requested day of travel.

Alternate airports (i.e., JFK/ LGA/EWR, EWR/PHL, DAL/DFW, HOU/IAH, LAX/SNA, ORD/MDW, LHR/LGW) within the same geographic region must be utilized when the fare savings is greater than the additional cost in ground transportation.

CWT will determine the carrier that best fits the business needs of schedules and savings per BMS corporate guidelines. If a traveler elects to fly in coach class when eligible for business class, the traveler must select the carrier offering the lowest coach fare. (Travelers cannot choose the carrier on which they will travel in coach unless it offers lowest coach fare.)

Exceptions - Travelers will be permitted to self-approve an exception on an itinerary if selecting a BMS preferred airline and the price difference is less than \$100 over the lowest fare on any other airline. Any other exceptions to designated carriers, lowest fare and/or class of service require the proper authorization prior to the issuance of airline tickets. The following guidelines will determine level of approval required:

- Policy exception amounts of less than USD \$300 require the approval of a Vice President or above.
- Exception amounts of USD \$300 or more require the approval of a Divisional Management Committee Member (DMCM) (refer to the Travel web site for the DMCM list or contact CWT).

All exceptions will be reported to the Divisional Controllers monthly.

Class of Service Guidelines

Travel Area	Authorized Class of Service	Alternate Class if Authorized not Available
Within Continental U.S. (Incl. Alaska), Canada, Mexico & Central America	Coach	Coach (on another flight or carrier)
Between the U.S. and Puerto Rico or Mexico or Canada	Coach	Coach (on another flight or carrier)
Between the U.S. and Hawaii or Europe	Business	Coach
Use the guidelines below for travel outside the above parameters		
Under 5 hours	Coach	Coach (on another flight or carrier)
Over 5 hours	Business	Coach

NOTE:

- Flight Time is measured by scheduled time in the air; ground connection time is excluded. In the case of connecting flight service, Flight Time will be cumulative of all flights between departure and destination cities as long as the scheduled layover is 4 hours or less. When the scheduled layover is greater than 4 hours, the two flights will be considered as separate trips for determining the class of service to be used.
- Flight class of service for round trip is determined based on the shorter flight time of the long haul flight segments.

Employees may upgrade with their own frequent flyer credits but may not downgrade to a lower class of service for personal gain (i.e., in order to bring a companion traveler).

Electronic Tickets

All travelers are required to utilize electronic airline tickets ("e-tickets") for all applicable air travel. E-tickets present

significant operating cost savings to our Company. The CWT travel counselors will advise you when a flight is not appropriate for e-ticketing and issue paper tickets in this situation only. Airline reservations made via eTrip are automatically ticketed as an e-ticket, unless the traveler specifies differently. Please note that CWT and most airlines will assess a fee for qualified paper tickets

Non-refundable/Penalty Tickets

Employees must plan and book trips as far in advance as possible in order to ensure the lowest fare; in many instances discount fare seats are limited and early bookings are required. Because advance purchase tickets (i.e., non-refundable) are often available at substantial discounts, they must be used whenever possible. In general, the tickets can be used on a future date (same carrier) for a re-booking charge if changed prior to the original date of departure. Experience has determined that this practice results in substantial savings overall despite the re-booking charges.

Saturday stay over

An employee may elect to "stay over" on a Saturday night if the cost of the additional night (hotel, meals, etc.) is more than offset by the corresponding reduction in airfare. Documentation of the approval by the department head prior to the trip must be attached to the employee's expense receipts for reimbursement.

Frequent Traveler Awards

Frequent traveler awards (airline, hotel, car rental, etc.) earned while traveling on Company business belong to the employee provided there are no additional direct or indirect costs to the Company. Travelers cannot specify a specific airline to attain such credits if a less expensive itinerary on another carrier exists. For US/PR-based employees, the Company offers a reimbursement program for employees who use their personal frequent flyer miles for business travel on Negotiated Air Carriers ONLY. The employee is entitled to a reimbursement (before taxes) of 50% of the value of the lowest applicable fare established at the time the request is received by the Agency. Refer to the TravelWeb for more information.

Senior Management

The Company will control the number of key executives traveling together to limit any unforeseen events. Not more than four Executive Committee members and not more than 20 travelers from the same division can travel on the same plane. In addition, no Executive Committee member should fly with more than two subordinates. Corporate Travel Services Senior Management must approve any exceptions.

Other aircraft

Air travel in employee-owned aircraft or aircraft piloted by an employee or other private party is prohibited. All requests for use of Company-owned or Company chartered helicopters or other aircraft should be made through the Corporate Aviation Department. For questions regarding Company-owned or Company-chartered aircraft, please refer to the Corporate Aviation Department web site at <http://home.bms.com/aviation/>.

Airfares for Outside Seminars/Conferences

There are times when a non-BMS sponsor of a seminar or conference offers special low cost airfares that cannot be ticketed by CWT due to an exclusive airline/travel agency contractual agreement. Under such circumstances, the "cost" of BMS not being able to track and locate its travelers is far greater than any financial benefit of a lower ticket cost offered by a conference. Thus, even with a lower airfare, it is BMS policy that the airline ticket is purchased via CWT.

Internet Fares

In today's competitive marketplace, savvy travel shoppers may sometimes find that a publicly-discounted airfare on the Internet or a ticket purchased directly from an airline is lower than that offered by CWT for a particular trip. While these types of fares may offer great opportunities for leisure travelers, they are not typically viable alternatives for booking business travel. Most of these fares are not consistently offered, have limited schedule and seat

availability, and have many restrictions (i.e., Saturday night stay, required advance booking, etc. as well as no refund or exchange value). Currently, the majority of the major U.S. airlines make their "web fares" available via CWT. Thus, there should be no other means by which a major carrier has cheaper fares other than via CWT.

The BMS Designated Airline Program offers non-published, proprietary fares and provides substantial up-front discounts on our airline travel in most regions of the world. BMS selects and uses only full-service carriers that meet our business needs for safety, service, reliability and savings. The BMS corporate discounts are significant and reliable because we are able to leverage the company's global business. Your support of the BMS Airline Program is critical to its success and future savings opportunities can only be achieved if everyone participates in it.

Sidetrips - Personal Travel within a Business Trip

There are instances where employees, during an extended business trip, elect to take weekend side trips (primarily for personal reasons). Our recommendation is that all such trips be booked via CWT so that BMS can track and locate travelers during an emergency. **Note that any BMS-reimbursed side trip (personal or business-related) must be booked via CWT and must be booked via the traveler's country of origin.**

2. Ground Travel

Employees must use the most economical form of ground transportation (e.g., sedan service, car rental, taxi, shuttle, etc) to the extent practical.

Car Rental

Avis is the primary preferred supplier for rental cars and should be used by all travelers worldwide where available. In the event that Avis is not available, Budget Rent A Car System is a secondary supplier worldwide. **All car rentals must be booked through CWT, eTrip, or the Avis On-Line Booking Tool** in order to ensure that our corporate travel agreement, full insurance coverage and negotiated rates are applied. The BMS Corporate ID# (A130000 for Avis (C847400 for Avis/Canada) and X884300 for Budget) must be referenced on all rental agreements.

Size

All rentals should be for an intermediate size vehicle or smaller unless three or more passengers are traveling together (in which case a full size vehicle is authorized).

Refueling

Drivers are responsible for refueling the vehicle before returning it to the rental car agency to avoid refueling charges that can range as high as \$4 to \$5 a gallon.

Insurance

When renting a car with Avis or Budget, please follow the guidelines below to determine if you should accept insurance:

Region in which the vehicle will be rented	Loss Damage Waiver (LDW) Collision Damage Waiver (CDW) Theft Protection (TP)	Public Liability Property Damage
U.S. and P.R.	Decline*	Decline
Canada	Decline	Decline
EMEA	Accept**	Decline
All Other Regions	Accept	Decline

**Insurance is automatically included for all active BMS employees with the BMS corporate daily rates (at \$100,000 per person/\$300,000 per accident), excluding Alaska, where BMS will self-insure car rentals. Decline Public Liability and Property Damage coverage options (Super CDW, Super TPC, PAI and Super PAI).*

***Although, insurance is automatically included with the BMS corporate daily rate in most European countries (IF renting a vehicle with manual transmission), travelers are advised to accept the CDW/TP coverage on the rental agreement within EMEA countries to ensure coverage. However, it will be free of charge by Avis in the countries where insurance is included in the BMS contract.*

Accidents

All accidents involving a vehicle rented for use on Company business must be reported to the car rental agency immediately. The rental agency will notify the driver of the proper procedures for reporting an accident.

For more information or to obtain an AVIS or Budget Preferred Service Membership application, [click here](#) to visit the TravelWeb, Travel Supplier Directory tab, Ground Transportation, Car Rental.

Personal Car Usage Guidelines

Frequent use of personal vehicles for business is discouraged. Employees may use their personal car for business purposes when:

- It is more convenient than renting a car, taking a taxi or alternate transportation (i.e., to/from home and the airport or
- The business event is close to home.

When privately owned vehicles are used for any Company business, it is the responsibility of the owner to provide adequate liability and physical damage insurance.

Reimbursement for Personal Car Usage

Travelers will be reimbursed for business use of a personal car at the allowed mileage rate. The current mileage rate can be found in the Expres T&E system. Reimbursement is not to exceed the lowest airfare to the same destination. This reimbursement is limited to the difference between miles actually driven and miles usually driven to an employee's normal work location. The reimbursement allowance does not apply to Company-owned vehicles.

The employee is responsible for their vehicle operating costs and any losses resulting from collision, fire, or theft when the employee's personal vehicle is being used for Company travel. Personal car accident losses not covered by the employee's insurance policy and not recoverable from a third party are reimbursable to the employee by the Company up to the employee's deductible, not to exceed \$1,000. This expense can be reimbursed through the T&E system.

Employees will **not** be reimbursed for any depreciation, repairs or maintenance to their personal car (i.e., gas, oil or flat tire) even if these costs result from business travel. These costs are included in the mileage reimbursement rate.

Employees must provide the following information on an expense report to be reimbursed for personal car use: purpose, date, destination and mileage driven. Parking fees, tolls, etc, may also be reimbursed.

Company-Leased Cars (U.S. Puerto Rico)

Depreciation, maintenance and insurance are provided for on Company-leased vehicles. Therefore, only gas, tolls, parking fees and other incidental items such as wiper blades, windshield washer fluid, oil top-offs, and car washes can be claimed for reimbursement when a company-leased vehicle is used for business purposes.

Taxi

Taxi service should always be considered when it is the least expensive mode of transportation. Travelers should consult with Corporate Security to inquire about the safety and security of taxi services in countries outside of the US/PR/Canada.

Hired Car Service (Sedan or Stretch Limousine)

All employees are encouraged to drive themselves to the airport or train station when the trip duration is under five days. For travel in the U.S., when hired car service is necessary, travelers must use one of the company-preferred suppliers for the pick-up location (the list of preferred car services and contact information is located on the TravelWeb, Travel Supplier Directory tab, Ground Transportation section and in Appendix D).

Car service reservations that include air and/or hotel should be made via eTrip or CWT. A Self-Booking Tool for car service will be integrated with eTrip in early 2005 that will enable travelers/arrangers to shop for the best rates among the preferred suppliers and book directly on-line. Effective January, 2005 reservations for car service/limo only should be booked directly with the appropriate preferred supplier as CWT will no longer handle limo only reservations. (Note that when booking directly with a car service, the traveler/arranger is responsible to notify the supplier of any itinerary changes affecting the car service to avoid no-show or billing issues. Most suppliers require a minimum of 2 hours notice for a change or cancellation.)

Note: Gratuity (tips) is included in the negotiated base rate with each preferred vendor. Travelers should not include a separate gratuity payment.

All efforts will be made to share hired car service whenever two or more employees are departing from the same origination point to the same destination with similar arrival times. Stretch limousines may be used only for four or more employees, when appropriate.

Rail

Travel between New Jersey and New York must be made via the NJ Transit Commuter railroad. Amtrak is not permitted, as it is a much more costly alternative.

Trips on U.S. Rail (e.g., Amtrak) in excess of 2 hours (one way) or 2 hours and 20 minutes for Europe and Asia/Pacific, may be in Business class, otherwise, for trips of less than 2 hours (one way), the class of service must be in coach class.

Europe Rail transportation should be in standard class.

Sleeping accommodations, when necessary, are limited to a roomette or the equivalent.

Shuttle Services

Shuttle service should be used wherever it is available for ground transportation requirements (especially to and from airports, hotels, city centers, etc). Travelers are encouraged to check with their hotel to ascertain whether a shuttle service is provided.

Discounted Airport Parking Options (in the U.S. only)

BMS has negotiated a national U.S. parking services agreement with AviStar Airport Valet Parking. AviStar has facilities located near the Philadelphia, Newark, LaGuardia, JFK and Hartford airports, as well as near many other major U.S. airports.

Parking at AviStar is fast, easy and safe, providing quick shuttle service to and from terminals, guaranteed parking (with a reservation), even during peak periods, and 24-hour security. It also contributes to a significant cost savings opportunity for BMS when compared to expensive airport garages and other ground transportation options. For more information visit the AviStar/BMS web site at <http://www.airportcorporateparking.com/bms>.

ACCOMMODATIONS

1. Hotel/Lodging

All hotel reservations must be made via eTrip or CWT using the BMS negotiated rate (where applicable), a CWT rate, or lowest available business rate at the time of booking. Booking via eTrip or CWT ensures that the traveler receives the BMS negotiated rate and enables BMS to successfully leverage total hotel volume for future negotiations. Making hotel arrangements via eTrip or CWT also enables BMS to keep track of its employees, which is important during emergency situations. All rooms will be guaranteed to the traveler's Corporate charge card for late arrival.

A complete listing of preferred hotels is provided on the TravelWeb, Travel Supplier Directory tab and an outline of the Global Hotel Program is in the Appendix. Where available, a BMS designated hotel must be considered first. In locations where there are no designated hotels, employees should select a brand hotel from one of BMS the global preferred chains, Marriott International Inc. or Starwood Hotels & Resorts Worldwide, Inc., or Delta Hotels in Canada. Refer to the TravelWeb site, Travel Supplier Directory tab or in the Appendix for a listing of brand hotels for the preferred chains.

For a select number of cities worldwide, a maximum hotel roomnight rate limit has been established. Should a non-preferred hotel be utilized, travelers must select a hotel that is either equal to or less than the maximum hotel rate for these selected cities. These rate caps have been carefully established and should not inconvenience travelers. Travelers who reserve a non-Preferred hotel and select a hotel rate above the rate limit will be required to obtain approval as part of the pre-trip authorization process. Please refer to the TravelWeb for a list of the cities and established market rates. *Use of non-preferred hotels where a preferred hotel is available may effect reimbursement.*

In-room movies and other recreation will not be reimbursed by the Company.

Business meetings should be planned in order to minimize the need for overnight stays.

Class/Rate

The class of room reserved and used must be the standard room accommodation at each hotel, unless a free upgrade is obtained. Suites, executive, or concierge level rooms are non-reimbursable unless a clear business need is documented. Luxury hotels are not permitted, unless the property is listed in the Designated Hotel Directory located on the BMS TravelWeb. The Company reimburses for upscale, moderate and economy hotels only.

The BMS negotiated rate will be printed on each travel itinerary issued to the employee by CWT. It is the responsibility of the employee to confirm that the rate shown is the rate received. **Upon check-in, employees should verify their duration of stay and room rate** to ensure that they have received the BMS rate or if a better rate is available. Special hotel rates are sometimes available at check-in that might be lower than the BMS negotiated rate.

Cancellation

If business travel plans change and a reserved room will not be used, the reservation must be canceled before the deadline established by the hotel. All hotel reservations booked through eTrip or CWT are guaranteed for late arrival to the traveler's corporate charge card. Travelers are responsible for understanding the cancellation policy of the hotel in which they have a reservation. Each itinerary from CWT contains the specific information regarding the hotel's cancellation policy. To avoid a no-show charge, guaranteed reservations must be canceled via eTrip or by calling either CWT or the hotel directly prior to the time indicated on the travel itinerary. If canceling via the hotel directly, a cancellation number should be requested and recorded by the employee for proof of cancellation. Travelers failing to cancel a reservation will be held personally responsible for the hotel charge unless extenuating circumstances exist.

Note that completing the final "Reserve Hotel" screen in eTrip creates a live booking and guarantees the reservation to the traveler's corporate charge card. eTrip users can verify if a hotel reservation exists by looking at the trip list. If a reservation including air has been cancelled, the hotel reservation must also be canceled to avoid a no-show charge.

2. Staying in a Private Residence

Reimbursement up to \$25 per night is allowed for food and beverage purchased for a host when staying at a private residence instead of a hotel. Receipts should be submitted whenever possible.

MEETINGS POLICY

1. Global Meeting Management (GMM)

Global Meeting Management provides BMS with strategic sourcing and operational expertise for group meetings of 30 or more people. The BMS Group Meeting Policy was developed to facilitate the meeting planning process and ensure that meeting expenditures are managed in a cost effective environment.

GMM professionals have the experience, knowledge and leverage necessary to negotiate substantial savings for group room accommodations, meeting room rental fees, audio-visual rates, food and beverage costs and many other items associated with a meeting. Measurable cost savings are achieved through management of the BMS meeting approval process, contract negotiations, cancellation penalty management and preferred supplier agreements.

Meeting Registration through GMM is mandatory (by U.S.-based employees) for all company sponsored off-site programs that meet either of the following criteria:

- All off-site meetings of 30 people or more utilizing meeting space and 30 or more hotel rooms on any one night of the program; and/or
- Any off-site meeting with a budget over \$30,000 for expenses for air, accommodations, food and beverage, ground transportation, and audio-visual equipment.

Employees based in Puerto Rico and Canada holding a meeting in the U.S. are required to register through GMM for any meeting fitting the above policy guidelines. GMM will assist with site identification and contract negotiation.

In addition, the following policy guidelines will apply:

- A per head per day spend cap has been established for hotel, travel, food and beverage and other miscellaneous expenses based on the type of meeting.
- All meeting/incentive budgets require written approval of the meeting host.
- All meetings with a logistics budget over \$100K will require written approval from an Executive Committee member direct report or higher.
- Exceptions to policy in excess of \$10K require Executive Committee member approval.
- Monthly reporting will capture the details of all large group meetings and exceptions to the new policies. These reports will be distributed to the EC for their review and follow up on a monthly basis.

Visit the **GMM Web Page** at: <http://home.bms.com/meetings> for specific meeting requirements as well as the Meeting Registration Form, a directory of GMM contacts and information to begin planning your meeting.

2. Small Meetings (less than 30 attendees and a budget less than \$30,000)

Small internal meetings should be held on site at the BMS owned facility closest to the majority of participants. Where appropriate, BMS has negotiated Small Meeting Packages (for meetings that consist of 10-29 attendees and a budget less than \$30,000.00) as follows:

- **Marriott** has created complete meeting packages for BMS available in various locations throughout the U.S., with locations in Puerto Rico, Mexico, Paris and the U.K. to be added soon. All meeting packages have been negotiated with BMS discounted, pre-fixed pricing (varies by location) and include audiovisual equipment, food and beverage and guest room accommodations, if required. Marriott offers the assistant of an experience meeting coordinator who will help you choose your location and assist with the meeting requirements.
- **The Harrison Conference Center & Hotel**, (formerly the Merrill Lynch Conference Center) located across the street from the Plainsboro, NJ facility offers a complete Small Meeting Package for BMS to service the Princeton, NJ area, with a pre-fixed price to include audiovisual equipment, food and beverage, a dedicated conference planner, and guest room accommodations, if required.

Small Meetings Air Policy

All meetings of 29 or less attendees must book their air travel through eTrip or CWT. The air travel should be charged to the attendee's individual corporate charge card, or for meetings with 10-29 attendees and/or guests who do not have a BMS travel profile, the air charges may be centrally billed to a cost center or WBS Element. The meeting requestor is responsible for notifying all attendees of this requirement. All centrally billed travel accommodations require a pre-trip authorization from the meeting requestor. The Central Bill Pre-Trip Authorization Form for Small Meetings can be obtained from the TravelWeb, Forms tab.

For additional information, refer to the [TravelWeb, Meetings tab](#).

BUSINESS EXPENSES

1. Business Meals

Employees will be reimbursed for food and beverage expenses incurred while fulfilling business objectives. Whenever feasible, meals and entertainment expenses must be paid for using the employee's corporate charge card. Reasonable tips should be included in the cost of food and beverage on an expense report. Travelers are expected to exercise prudence and good judgement when incurring business expenses.

Business Meals are reimbursable expenses that are incurred by an employee when dining alone or with a group of BMS employees or external clients when a business discussion occurs. When more than one employee is present at a business meal/entertainment event, the most senior level employee of the cost center responsible for the expense must pay the bill and report the expense on their expense report.

When traveling to another BMS site, meals are not reimbursed unless the visit requires an overnight stay.

Sales employees are not reimbursed for lunch when working within their territory.

2. Entertainment

An employee may entertain out-of-town business associates or Company employees and their families if the expected results will be helpful to the business interests of the Company. The cost and type of entertainment must be commensurate with a specific and projected business benefit. An employee should discuss these conditions with his/her management before entertaining.

Business entertainment must include substantial business-related discussion regarding a project, interviews for opinions, advice on personnel, academic topics, new ideas, sales, production, science or other business matters. The discussion should occur directly before, during or after the entertainment. Business conducted during the day with an out-of-town guest and entertainment in the evening is acceptable.

3. Spouse/Companion Accompaniment

A non-employee/companion (such as a spouse) may accompany an employee on business at Company expense when the non-employee's/companion's presence is necessary for business purposes or is part of a special employee recognition event. Under these circumstances, all expenses normally allowed as employee business expenses are covered for non-employees/companions. For these limited instances, daily or weekly dependent-care expenses above those normally incurred by the employee and his/her family are reimbursable. The employee must obtain written approval in advance by a vice president before seeking reimbursement. The signed approval and any receipts must be submitted with the employee's expense report.

BMS does not permit the downgrading of class of service (i.e., purchasing a coach class ticket where business class is allowed) in order that the traveler may purchase a ticket in order to have someone accompany them on the trip at BMS expense. The price of the companion ticket is considered earned income on behalf of the employee and would therefore need to be taxed.

4. Reimbursable Business Expenses

Listed below are examples of business travel and entertainment expenses that are reimbursable to employees, in addition to normal business expenses (e.g., airfare, hotel, meals, rental car, etc).

- Tips/Gratuities - in relation to services rendered and in reasonable amounts will be reimbursed. In the case of meals and taxis, generally tipping is not to exceed 15 percent of the total cost (if not already included).
- Replacement Costs - for lost, stolen, or damaged luggage and contents, excluding some personal items (see below under "Non-reimbursable Expenses"), after an insurance claim has been filed and the amount of the reimbursement covers the difference between the insurance proceeds and the replacement cost. This provision will also cover up to \$300 USD in cash lost or stolen. Employees are urged to use travelers' checks to avoid such loss. Costs to purchase travel incidentals in the event of lost or stolen luggage, less the insurance proceeds received for that lost or stolen luggage, are reimbursable. Employees and their Managers must exercise prudence and good judgment with respect to the replacement costs of such items whereby the cost of the replacement should not exceed the original value of the lost or stolen item.
- Passport or Visa Expenses - for international travelers, as well as the costs of obtaining any visa required for business travel. Employees must plan in advance the renewal of their passports to avoid the surcharge on "rush" passports.
- Airline Clubs - Employees who travel frequently may be entitled to reimbursement for membership in ONE airline club annually. Determination for eligibility lies with the employee's department head.
- Laundry - including pressing or dry cleaning, and in reasonable amounts, for unusual circumstances or lengthy trips.
- Business Supplies - including faxes and postage essential to the conduct of business.
- Home expenses - The cost of business calls and PC modem charges and related taxes are reimbursable. All service charges for home telephones are a personal expense and are not reimbursable. Reimbursement for telephone expense requires submission of the original telephone bill with business calls clearly identified on the bill. For telecommuters, calls should be identified on an exception basis, as requested by supervisor approving expense report.
- Currency Conversion Charges - foreign currency exchange services, typically charged at hotels and "exchange" services.
- Immunization - Business travel outside of North America or Western Europe can expose the traveler to many different health risks. For this reason, many BMS Medical Departments (refer to the BMS Medical Departments web site at <http://home.bms.com/medweb> for a list of locations), offer customized trip-related counseling and immunization services. Where it is not feasible to obtain this service from a Company Medical Department, appropriate immunizations should be obtained from a personal health care provider and reimbursed through the T&E system.
- Professional Memberships.
- Dependent-care expenses above those normally paid by an employee if the presence of the employee's spouse is necessary for business purposes or are part of a special employee recognition event.
- Fitness Centers - Fees associated with the daily use of a fitness center when traveling on business will be reimbursed up to a maximum of \$15.00 per day. There will be no reimbursement if the traveler stays in a city Monday through Friday where a BMS location has a fitness facility. There will be no reimbursement if the traveler, by choice, stays in a non-designated hotel while there was a designated hotel available that includes free use of the health facility.

5. Non-reimbursable Business Expenses

Questions about whether an expense is reimbursable should be discussed with an employee's management. Listed below are examples of business travel and entertainment expenses that are not reimbursable to employees. Any exceptions need to be approved by the appropriate level of management.

- Replacement Costs - personal items not required for business purposes (e.g., cameras and jewelry) that are lost or stolen during business travel should be covered by the traveler's homeowners or personal risk insurance. The purchase of luggage, briefcases, or other normal traveling gear are not reimbursable unless lost, stolen, or damaged (refer to the above section "Reimbursable Business Expenses").

- Membership Fees - including country clubs, health clubs, fitness centers
- Books, Magazines, Newspapers - Leisure books, magazines, newspapers, periodicals, or gift shop purchases.
- Charge card fees - except for an advance through the corporate charge card (refer to Section XII. Cash Advances)
- Toiletries and Personal Hygiene
- In-room movies, other recreation (i.e., golf, tennis)
- Shoe Shine or Repair
- Insurance - airline or additional travel insurance and car rental insurance (unless when the Country requires)
- Fines/Violations - Traffic, parking, or moving
- Child Care (refer to the section entitled "Non-employee/Companion Accompaniment) or Pet Care or Airline Expenses (e.g., cost of upgrades, any bulk purchasing of airline tickets)

BUSINESS EXPENSE REPORTING

All business expenses should be reported by using the Company electronic expense reporting system (Express T&E). Reimbursement is completed via electronic funds transfer to American Express and to the employee's bank account (when applicable) within three business days of sending the completed, approved report. The Company does not accept direct billing of travel and entertainment expenses, except for new employees without a corporate charge card, non-employees (e.g., employment candidates, guest speakers, etc), and meeting accommodations arranged through Global Meeting Management or CWT.

1. Approval

An employee's immediate supervisor (with Grant of Authority) must approve their expense report. Approval of expense reports cannot be delegated. No employee is authorized to approve their own, a peer's or a superior's business expenses or expense report.

The person approving the expense report is responsible for reviewing business purpose, reasonableness of expenses and compliance with policy. By approving an expense report, the supervisor confirms that the following actions have been performed:

- Expenses incurred were for legitimate business purposes only.
- Out-of-policy exceptions have been reviewed and documented.
- Company designated travel agency, airlines, hotels and rental cars have been used.
- American Express corporate card was used for business purposes only.
- Expense report has been submitted within 30 days from travel date.

2. Frequency

All employees should submit travel expense reports within two weeks after returning from a trip and in all cases filing must occur within 30 days of trip end. Multiple business trips within the same month may be combined in one expense report. Expense reports can be filed more frequently if desired, or required by management.

Reimbursement for expense reports may be delayed if the T&E Department does not receive the approved expense report copy with applicable receipts in a timely manner.

3. Receipts

Users of the Express T&E system in the US and PR.

If the employee uses the "Card Data" tab (American Express pre-population of charges made to the Corporate Card), receipts are only required to be submitted for reimbursement if the expenses are for lodging (hotel folio) or are incurred in a foreign currency. All other expenses (including airfare and car rental) applied in this manner do not require receipts to be submitted to the T&E department. For foreign currency expenses, receipts are required in order

that BMS can reclaim the international VAT (value added tax) from foreign countries.

If the employee uses the "Expenses" tab (manual entry), the standard receipt requirements apply. Receipts will be required for submission to T&E for business expenses related to any hotel, airfare, and car rental charges, regardless of the amount and any other individual charges over \$75. For expenses under \$75, travelers must obtain and save receipts for potential local management review and/or audit.

A copy of the travel itinerary from the Agency is not required to be submitted with receipts for expense reimbursement, **unless specifically requested by the T&E Department for audit purposes.** Exceptions to Policy Authorizations are not required to be submitted with receipts for expense reimbursement.

Employees should use the Transmittal Sheet to determine exactly which receipts are required to be submitted to the T&E Department.

Employees with questions or those that do not have access to the Express T&E system should contact the T&E Department at expres.te@bms.com.

For Canada-based employees, all receipts must be forwarded to the Finance Department as per local requirements.

4. Accommodations

Hotel charges must be itemized as follows:

- Nightly room rate and tax
- Daily business entertainment, meals, refreshments or snacks as shown on the hotel bill (folio)
- Other expenses (phone, etc)

5. Foreign Currency

For international business travel, the exchange rate which must be used to transfer expenses from foreign currency into U.S. dollars must be fully documented by one of the following:

- Bank exchange receipt
- Hotel receipt
- Wall Street Journal quoted exchange rate for at least one day during the period of travel in the foreign country
- Corporate charge card rate during period of travel as it appears on monthly statement

Pre-populated corporate card expenses should automatically have the appropriate exchange rate.

6. Review and Audit

Management in each division is responsible for reviewing expense reports to ensure compliance with Company policy.

Misappropriation of Company funds through abuses of this policy, or falsification of documents submitted as proof of expenses, will lead to appropriate disciplinary action, up to and including termination.

Expense reports are audited at the time of processing by Accounts Payable. In addition, all expense reports are subject at any time to further review and audit by the Controller's Department, Internal Audit, or the Company's outside public accounting firm, as well as by auditors of the Internal Revenue Service. Reviews are performed on a periodic basis. In cases where noncompliance is observed, the approver(s) of the expense reports, as well as the employee claiming reimbursement, will be asked to document explanations for noncompliance with Company policy.

APPENDIX A

Carlson Wagonlit Travel (CWT) Reservation Center Locations:

U.S. and PUERTO RICO	
For All Reservations: 800-279-9701 (Listen carefully for the appropriate menu option) CWT Help Desk: 1-800-333-4740	
CWT Symphonie Network: Handles the fulfillment of all eTrip reservations and all domestic telephone reservations. The Primary Call Center is located in Downer's Grove, IL. <i>Available 24 hours, 7 days/week, 365 days/year</i> The Symphonie Office in Mendota Heights, MN, handles Ticket Processing. To return applicable paper tickets, send to: Carlson Wagonlit Travel 1250 Northland Dr, Ste 200 Mendota Heights, MN 55120	CWT Skillman, NJ Reservation Office: Handles telephone reservations for Amtrak, international travel, groups and meetings, and centrally billed reservations for employment candidates, relocations and guests. <i>Hours: 8:00 am - 6:00 pm Eastern Time (After-Hours Emergency Service is available for emergency situations requiring immediate assistance while traveling.)</i> Group Department (8am-6pm ET M-F): <i>908-904-5403 or Toll-free: 888-219-9696 Fax: 908-904-5974</i> CWT @ Bristol-Myers Squibb Company 75 Orchard Road, PV1.2, Skillman, NJ08558
CANADA	
CWT eTrip Fulfillment Center 800-231-2595 Assist with eTrip technical questions, including PINs and passwords and handle the final processing of all eTrip reservations including help adding to or changing a reservation initiated in eTrip. Hours:	CWT Montreal Reservation Center 866-211-3911 For reservations through a Travel Counselor via telephone. <i>8:00 am - 5:00 pm Eastern Time</i> Carlson Wagonlit Travel 5 Place Ville Marie, Suite 1401 Montreal, Quebec H3B 2G2 <i>After-Hours Emergency Service: 800-378-7587 or outside N.A call 506-862-5262 collect</i>

BMS TravelWeb site: <http://home.bms.com/travelweb>

A comprehensive travel information resource including information on BMS Travel Policy, Designated Travel Suppliers, eTrip, Key Contacts, Meetings, Forms and other important information. Visit the TravelWeb regularly to obtain the most up-to-date information.

APPENDIX B

RESERVATION PROCEDURES

The BMS Travel Program utilizes CWT's industry-leading Symphonie travel services platform. This state-of-the-art system offers fully integrated profile information with online and telephone reservations. The travel profile and

electronic booking tool, eTrip are accessed from a single point-of-entry using a unique personal identification number (PIN) provided by CWT. All travelers and travel arrangers will use their PIN to access their Travel Profile and eTrip, as well as when making travel arrangements directly with a Travel Counselor via telephone (in order for CWT to access your profile and provide prompt service).

For the U.S. and Puerto Rico, the Primary Symphonie Call Center, located in Downer's Grove, Illinois, handles the fulfillment of all self-booking tool reservations (eTrip) as well as all domestic telephone reservations. Other, specialized services are handled by the CWT Reservation Office located at the BMS Skillman site (telephone reservations for Amtrak, international travel, groups and meetings, and centrally billed reservations for employment candidates, relocations and guests). All services are linked to the same phone system (see appendix A).

For *Canada*, the CWT eTrip Fulfillment Center handles the fulfillment of eTrip reservations. The CWT Montreal Reservation Center handles all telephone reservations made via a travel counselor.

Service Fees

A Carlson Wagonlit Travel service fee will apply for all airline tickets. The fee is assessed at the time of ticketing and billed automatically to the traveler's individual Corporate Charge Card. If the airline ticket is later canceled, the fee is non-refundable. The fees are based on the average cost to process each type of request at the individual point of sale level, with the lowest fee for reservations made in eTrip.

The service fee is necessary to cover the actual operating costs involved in CWT processing travel requests and the charge back of travel services is consistent with the practices of most large corporations today. Our contracts with our travel suppliers do not have commissions included in the pricing, which in the past covered agency-operating costs. As a result, employees have access to substantially lower prices at the point of sale; however, BMS pays for CWT operating costs, and therefore continually strives to increase their productivity.

Some travelers may think that they can save the company money by making travel reservations with another agency, the airline directly or via the Internet to avoid the travel agency service fee entirely. This practice may seem to offer short-term, individual savings, but actually obstructs the overall company strategy. BMS has negotiated deep discounts with its preferred airline, hotel and car suppliers that are not available if travelers bypass our preferred agency partner, CWT. These agreements save BMS millions of dollars in travel costs each year. In addition, booking all travel via CWT, including your hotel, enables BMS Management to track and locate the whereabouts of travelers in the event of an emergency.

Please refer to the TravelWeb for additional information and a list of frequently asked questions on service fees.

Obtaining Access to the Travel Profile and eTrip System

Getting a PIN and password

Each traveler and travel arranger will be assigned a unique Personal Identification Number (PIN) and initial password via an e-mail sent directly from CWT. The e-mail (PIN Mailer) will include instructions on how to access the eTrip Portal to complete a travel profile.

Below is what the PIN Mailer will look like in your e-mail Inbox:

From: CWT.Client.Care.Network.Traveler.Setup@carlson.com
Subject: "Action Required: Critical Traveler Information."

If you don't remember your PIN/password or cannot locate your PIN assignment e-mail - Use the "Forgot your PIN or password?" feature on the log in page or contact the CWT Help Desk at 1-800-333-4740 or e-mail at: cwthelpdesk@carlson.com. Note that users who have already logged into the system and updated their profile with a work e-mail address may use their e-mail address as an alternative to their PIN, however may not do so for the initial log-in.

New employees based in the U.S. and Puerto Rico should receive a Pin Mailer within approximately one week from their date of hire. CWT receives a feed from the Human Resources System and will automatically send the PIN Mailer upon receipt of the new employee's information. If necessary, new employees who have obtained a Corporate American Express Card and need to travel right away can be manually entered into the eTrip system (with 1-2 business days) by emailing a request to corporate.travel@bms.com. New employees needing to travel immediately (within 24 hours) before obtaining a Corporate American Express Card or access to the eTrip system, may need to centrally bill their first reservation to BMS (per the instructions below).

New employees based in Canada will receive an e-mail shortly after being hired that will provide instructions on how to obtain access to the Travel Profile and eTrip system.

Contract Personnel and Consultants based in the U.S. or Puerto Rico who are authorized to use CWT to make travel arrangements must complete a web-based Travel Profile before travel reservations can be made. Reservations should be made via the BMS self-booking tool, eTrip, whenever possible. The process to obtain access to the Travel Profile and eTrip system is as follows:

The BMS Sponsor for the contract employee must provide authorization via e-mail to corporate.travel@bms.com and include the following information: contract employee name, e-mail address, division and duration of contract.

Within 1-2 business days, the non-employee will receive an e-mail introducing the BMS Travel Program and instructions on how to self-register for a Personal Identification Number (PIN). After the non-employee completes the web-registration form provided, a PIN mailer will automatically be sent to the e-mail address provided. The PIN mailer will include instructions and the url for accessing eTrip to complete a traveler profile.

Following is the procedure to centrally bill a reservation, (U.S., Puerto Rico) - for candidates, guests or new employees needing to travel immediately before obtaining a Corporate American Express Card or access to the eTrip system::

- The BMS Sponsor or Travel Arranger must complete a Pre-Trip Authorization Form for Central Billing, available on the TravelWeb site (home.bms.com/travelweb), Forms tab.
- Call CWT at 800-279-9701, and select option 6 for Central Billing and provide them with your approval code. Travel reservations can be made prior to completing the pre-trip authorization form, however; tickets will not be issued until the completed authorization is received by CWT.

Completing Your Personal Traveler Profile

Upon receipt of your PIN Mailer, please complete your travel profile. All BMS employees who anticipate traveling on company business are responsible for completing a travel profile and keeping it up-to-date. Your travel reservations are linked to this information.

Access your Profile from the link provided in your PIN Mailer or from the eTrip Portal via either of the following:

- The TravelWeb site at: <http://home.bms.com/travelweb>, eTrip Portal tab or
- Internet Direct (U.S. /Puerto Rico): <http://sbt.carlsonwagonlit.com/thetravelersite/?BMSUS>
- Internet Direct (Canada): <http://sbt.carlsonwagonlit.com/thetravelersite/?bmscanada>

Click on each tab for GENERAL, COMMUNICATION, AIR, CAR, HOTEL and CREDIT CARD to view or modify. The critical information that must be verified is:

- Spelling of traveler's name (must match government issued photo ID & frequent flyer program memberships)
- Address
- Voice telephone number
- Email address
- Country of Citizenship (located under the "Other" tab)

- Designated travel arranger(s), if applicable

Travelers can authorize a Travel Arranger to manage their profile and book trips on their behalf via the "Add/Edit Travel Arranger" feature on the General tab. Travel Arrangers cannot associate themselves with a traveler; the traveler must authorize or remove the arranger through the "Edit Travel Arranger" feature. All travel arrangers will have immediate access to the profiles of those travelers for whom they make travel arrangements. Travel arrangers must complete the General and Communication sections and any other applicable information for their own profile, and always log-in to eTrip using their own PIN and password.

Users can change the PIN that was provided by CWT. The system accepts a PIN length of 6-16 digits; however, we advise not assigning a PIN of more than 7 digits as a lengthy PIN will require more time for a Travel Counselor to retrieve your profile when making your reservations directly with a Travel Counselor. We suggest using a PIN that will be easy to remember and has a great chance of being unique, such as a 7 digit telephone number.

Verify that all of your profile information is correct by clicking the "Profile information is up to date" box at the top of the profile page. The user will not be able to complete a reservation in eTrip until the traveler's profile has been verified. Upon clicking Submit, any updates will be instantly accessible for both eTrip reservations and to the CWT travel counselors. All data is kept strictly confidential and is only accessible by the CWT travel counselors.

Electronic Travel Reservations

eTrip is the BMS customized self-booking tool that offers employees 24-hour access to researching travel options and making air, car and hotel reservations via the Web. eTrip identifies the BMS designated suppliers, negotiated rates and travel policy, and is linked to our designated agency, CWT. The system conducts automatic searches for lowest fares and allows users to communicate special requests to CWT via a "Request Assistance" option, as well as to select seat assignments and obtain other important travel information.

Making travel arrangements on-line via eTrip provides significant cost savings to our company and its use is strongly encouraged whenever possible by all travelers and travel arrangers based in the U.S., Puerto Rico and Canada. To obtain additional information on eTrip, including a detailed User Guide, visit the [Travelweb, eTrip Portal tab](#).

eTrip Customer Support (24 hours a day, 7 days a week):

- For assistance with passwords, PINs, error messages or technical questions - call the **CWT Help Desk at: 1-800-333-4740** or cwthelpdesk@carlson.com.
- For help with making, adding to, or changing a reservation initiated in eTrip:
 - *U.S. and P.R.*: call the CWT Reservation Center at 1-800-279-9701 and follow the menu prompt.
 - *Canada*: call the eTrip Fulfillment Center at 800-231-2595 and follow the menu prompt.
- For BMS Network and Hardware support: Call the BMS Client Services Help Desk:
 - *U.S. and Puerto Rico*: 1-888-930-5700
 - *Canada*: 514-333-4333 or 866-909-5700 (except Canada Sales Force call: 514-333-4888 or 800-887-9774 through December, 2004)

Important reminder regarding hotel arrangements:

All of your travel arrangements (which includes hotel) must be booked via eTrip or CWT. This will enable BMS to track your whereabouts and locate you in the case of an emergency. This is particularly crucial with regard to your hotel arrangements. If you have made air travel arrangements but did not book the hotel via CWT, please contact your local [CWT office](#) and provide them with the hotel name, address, city and country so it can be noted in your record*. (This includes travelers who are already on a trip.) Be sure to advise CWT that you already have a reservation with the hotel so that CWT does not duplicate it.

For U.S. and Puerto Rico-based employees:

- When calling CWT, please select the appropriate prompt for which you made the air booking (if booked via

eTrip, select option # 2 for both domestic and international travel).

- Employees attending a BMS registered meeting do not need to call CWT to add hotel information as it is already on record as part of the meeting registration process.

**Note that when the hotel is not booked via CWT (or eTrip) and you cancel the trip, you are responsible for contacting CWT to cancel the air and for canceling the hotel yourself.*

Ticketing and Ticket Delivery

All airline reservations that have been authorized/submitted for ticketing (purchased) are generally ticketed by CWT within 4-6 hours. **Airfares are not guaranteed until ticketed (invoiced).** If you reserve flights in eTrip but do not complete the trip and submit it for ticketing (purchase), you will receive an e-mail from CWT to notify you that the reservation was not completed. However, after 24 hours the airline reservation will be automatically cancelled if it is a non-refundable airfare that has not been submitted for ticketing. For refundable airfares, CWT can hold the reservation up to the departure date or the last date to ticket as determined by the airline ticketing requirements. Please refer to the eTrip User Guide for additional information.

All applicable airline tickets will be issued as e-tickets. Paper tickets, where applicable, will be delivered via an overnight delivery service. Upon receipt of travel documents, verify that all information is correct. If a discrepancy is discovered, please call CWT immediately.

Note that Transportation Security Administration (TSA) regulations require travelers at most U.S. airports/terminals to obtain a boarding pass prior to passing through security checkpoints. CWT itinerary/invoices and e-ticket receipts are not acceptable documentation to pass through security checkpoints as gate check-in has been eliminated at these airports/terminals. A boarding pass can be obtained from either the airline's check-in counter or through one of the airline's self-service check-in options (web check-in, where applicable or e-ticket machine at the airport). Note that the self-service check-in options provide an automated, user-friendly way to select seats and obtain your boarding pass. Simply use your corporate charge card or frequent flyer membership card to activate the system. You may then proceed through security and wait at the gate for boarding. Refer to the [airline's website](#) for additional information on their self-service check-in options.

Changes/Cancellations

When your plans change, be sure to notify CWT or use eTrip promptly to cancel all necessary reservations, including hotels, ground transportation, etc. CWT will document the cancellation in the record. For hotel reservations cancelled directly with the hotel, a cancellation number should be requested and recorded by the employee for proof of cancellation. Keep a record of it. It is necessary to provide documentation of timely cancellation in order for CWT to assist you in obtaining a refund.

Air Reservations may only be changed or cancelled in eTrip prior to ticketing. To change or cancel an airline reservation that has been ticketed you must call CWT for assistance ([Click here for information regarding the Limitations on Canceling Airline Tickets.](#)) Failure to cancel any part of a planned trip may cancel later portions of the flight itinerary and penalties also may apply.

Changing an airline reservation does not always require the issuance of a new ticket. However, if a ticket has already been delivered and changes are made that affect the routing, airline, or fare, a new ticket must be issued. The CWT Travel Counselor can advise you of the best way to make the exchange.

What to do with an unused non-refundable airline ticket

Most full-service airlines will allow unused non-refundable tickets to be used as credit toward a future ticket on the same airline, however most airlines require that the change be made **prior to the original departure date**. To re-apply an unused ticket (whole or partially used), towards a new reservation, please contact CWT for assistance in making an exchange. An exchange fee will apply. For e-ticketed reservations made via *Symphonie* (all eTrip and U.S. domestic telephone reservations) any unused e-tickets will be noted in the CWT record to be applied towards a new reservation. For additional information including a summary of the [major airline's non-refundable ticket exchange policies](#), visit the TravelWeb, Welcome tab or refer to the airline's website.

Refunds - What to do with an unused refundable ticket

- For refundable e-tickets, simply call CWT to arrange a refund, if CWT has not done so already.
- All refundable paper tickets (whole or partially used) must be returned for refund processing via overnight mail to the CWT office that issued the ticket. For travelers based in the U.S. and Puerto Rico, look at the itinerary to determine the appropriate address to mail your documents. Tickets should not be sent through the standard mail system. Never destroy, deface, or discard airline tickets; treat unused tickets like cash. Never attach unused tickets to your T & E expense report. Refunds are processed upon receipt and sent to the appropriate airline for credit (normally take one to two billing cycles to be processed on your corporate charge card).

APPENDIX C

Air Carriers Exempt from Policy

Please [click here](#) to view a list of Air Carriers exempt from the Travel Policy. Travelers are not required to travel on these carriers even if they reflect the lowest fare itinerary.

APPENDIX D

Designated Suppliers for Sedan and Black Car Services

U.S

[Click here](#) for a listing of the preferred ground transportation suppliers by area.

Other Regions/Countries

[Click here](#) for a listing of ground transportation suppliers

APPENDIX E

BMS Global Hotel Program

The **BMS Designated Hotels** are selected based on the needs and preferences most expressed for each city or BMS site, with the focus on location, overall value, and the strict safety and security requirements of Corporate Security. Business needs such as desk, data port, etc., are also a top priority in our selection process. Where available, a BMS designated hotel should always be considered first. **The complete Designated Hotel Directory is available on the TravelWeb (home.bms.com/travelweb, Travel Supplier Directory)** in user-friendly interactive format, offering convenient search and print capabilities for specific locations.

The Program also includes chain agreements with Marriott International Inc. and Starwood Hotels & Resorts Worldwide, Inc. The brand hotels for these chains worldwide offer a special BMS discount off the prevailing corporate rate and should be chosen in cities where we do not have designated hotels. In addition, BMS has a chain agreement with Delta Hotels in Canada. BMS policy requires that the discounts will only apply when reservations are made via eTrip or CWT.

Global Chain Agreements - Brand Hotels:

Marriott International Inc. (<http://marriott.com>): Brand Hotels include: Marriott Hotel Resorts & Suites, Renaissance Hotels, Marriott Courtyards, Residence Inns, Fairfield Inns, TownePlace Suites, SpringHill Suites and Ramada International

Starwood Hotels & Resorts Worldwide, Inc. (<http://starwood.com>): Brand Hotels offering the BMS discount worldwide are: Sheraton Hotels & Resorts, Westin Hotels & Resorts, Four Points Hotels by Sheraton.

All hotel reservations must be made via eTrip or CWT using the BMS negotiated rate (where applicable), a CWT rate, or lowest available business rate at the time of booking. Booking via CWT or eTrip ensures that the traveler receives the BMS negotiated rate and enables BMS to successfully leverage total hotel volume for future negotiations. In addition, making hotel arrangements via CWT enables BMS to keep track of its employees, which is important during emergency situations. All rooms will be guaranteed to the traveler's Corporate charge card for late arrival.

Note: Most of the BMS Designated Hotels will extend their 2004 rates through March 31, 2005 at which time the 2005 Global Hotel Program will be implemented. The list of preferred hotels and/or some negotiated rates may change effective April 1, 2005. For any updates or details, refer to the TravelWeb (home.bms.com/travelweb), Travel Supplier Directory tab, Designated Hotels.

APPENDIX F

Leisure Travel Services

U.S. and Puerto Rico-based BMS employees:

BMS offers access to professional leisure travel services through Carlson Leisure Group (CLG). CLG provides substantial discounts on a wide range of airfares and vacation packages. Information on the Leisure Program is available on the TravelWeb, Resources tab.

Visit the TripForce by Carlson web site at: www.tripforce.com/bms or call CLG at 1-877-799-9349, 24 hours a day, 7 days a week to make vacation arrangements.

Canada - based employees

Leisure Travel Services are available through the local CWT Leisure Office at: 450-682-1493 in Montreal and 1-800-CARLSON elsewhere in Canada

APPENDIX G

BMS Corporate Travel Services (CTS) Key Contacts:

C. Donald Murphy, VP, Global Meetings & Travel don.murphy@bms.com Tie-line 8-420-4030 or 212-546-4030	
BMS Corporate Travel Services (CTS)	BMS Global Meetings Management
General corporate.travel@bms.com Tie-line 8-420-3300 or 212-546-3300	GMM Website home.bms.com/meetings
Lisa Jacobsen, Director, Global Travel Services lisa.jacobsen@bms.com Tie-line 8-420-4061 or 212-546-4061	Lynn Ridzon Director, Global Meeting Management Lynn.ridzon@bms.com Tie-line 8-828-4863 or 609-897-4863
Linda B. Young Manager, U.S. and eTrip linda.young@bms.com Tie-line 8-828-5576 or 609-897-5576	Judith Plum Associate Director, GMM Resource Center Judith.plum@bms.com Tie-line 8-828-5154 or 609-897-5154
Joan Rosamilia Manager, Executive Meetings, Group Meeting Travel and Hotel Program joan.rosamilia@bms.com Tie-line 8-420-3550 or 212-546-3550	Jean D'Arcy Associate Director, GMM Internal Meetings Jean.darcy@bms.com Tie-line 8-828-3775 or 609-897-3775

Margie Hernandez Manager, Latin America & Ground Transportation margie.hernandez@bms.com Tie-line 8-840-4905 or 787-656-4905	Joann Kerns Associate Director, GMM External Meetings Joann.kerns@bms.com Tie-line 8-828-2917 or 609-897-2917
Dave Langan Manager, Canada dave.langan@bms.com 514-333-2556	

APPENDIX H

Frequently Asked Questions on the Trip Approval and Advance Purchase Policies and Hotel Rate Limit Policies

GENERAL PRE-TRIP APPROVAL

Q: Why must I obtain approval for all of my trips? My manager approves my T&E, shouldn't that be enough expense review?

A: In order for BMS to reach its savings targets, the cost of travel must be weighed against its benefits. Managers are required to review each and every trip to determine the appropriateness of the travel request. The approval of trips is not to be delegated to other members of a manager's staff.

Q: Where do I find the pre-trip approval forms?

A: The interactive Pre-Trip Authorization and Exception to Policy Forms are available on the [TravelWeb, Forms tab](#). Employees can complete a form and forward it for authorization electronically. The form can be forwarded to multiple individuals for "pre-approval" before submitting to the final approver.

- The *General Pre-Trip Authorization Form* must be completed by employees for all air travel and approval of the form must be obtained from the traveler's manager with Grant of Authority (GOA) prior to purchasing airline tickets.
- If an airline reservation involves an exception to travel policy, CWT will contact the traveler or travel arranger with instructions and completion of the *Airfare Exception to Policy Form* will be necessary for approval by BMS senior management (i.e. VP or DMCM).
- The *Central Bill Pre-Trip Authorization Form* must be completed to obtain approval for direct billing to BMS of air, car or hotel expenses for non-BMS employees (i.e., candidates, guests), employee relocations or BMS employees without a Corporate Charge Card.

CWT can access the *Airfare Exception to Policy* and *Central Billing forms* electronically upon their approval.

Q: What kinds of information are required in order to complete the General Pre-Trip Form?

A: The *General Pre-Trip Authorization Form* requires travelers to advise of the purpose of the trip, provide a reason as to why eConferencing was not appropriate for their trip, the estimated cost of the trip (i.e., air and hotel), the intended destinations, and, if the reservation was not booked 14 or more days in advance, provide the reason, in order to provide the GOA manager with enough information to determine whether the trip is appropriate. We also recommend that the traveler send a separate email to the GOA manager, if necessary, explaining the purpose of the trip.

Q: I have GOA, do I need to obtain approval for my trips? Do I need to approve the travel for my direct reports who have GOA?

A: The answer is yes to both questions.

Q: Can I make reservations prior to obtaining general pre-trip approval?

A: Flights may be reserved, however should not be purchased (submitted for ticketing) until the Traveler's GOA Manager has approved the General Pre-Trip Authorization Form. Note however, if a **non-refundable airfare is reserved, it is critical to obtain the pre-trip approval promptly*** (within a maximum of 24 hours) in order to secure the airfare and not lose the reservation. **Airfares are subject to availability and are not guaranteed until ticketed (invoiced).**

CWT will proceed to ticket all reservations that have been submitted/authorized for ticketing, unless an airfare exception to policy exists, in which case CWT will contact you with instructions. However, **issued airline tickets are audited daily for pre-trip authorization** by Corporate Travel Services (CTS). If a ticket is purchased without receiving approval of General Pre-trip Authorization Form, the traveler, their manager and senior management will be notified. If a reservation is submitted for ticketing prior to obtaining GOA approval of the pre-trip form, the traveler will be flagged as a policy exception.

Detailed guidelines are available on the landing page for the *General Pre-Trip Authorization Form* as well as the eTrip User Guide, available on the TravelWeb site and eTrip Portal.

Q: What if my manager does not have GOA?

A: If your manager does not have GOA, you must seek approval from the next senior person with GOA (e.g., your Manager's Manager, etc). GOA Managers within a department or across departments cannot approve the travel for a traveler of the same grade level or higher.

Q: How will my manager know s/he has to authorize my trip?

A: The *General Pre-Trip Approval Form* contains detailed instructions on how to complete the form. Once the form is complete and submitted by the traveler or travel arranger, an email is sent to the manager's inbox with a message indicating that there is trip awaiting his/her approval. The message will contain a URL to the actual form that was completed by the traveler or travel arranger detailing the specifics of the trip.

Q: What if my GOA manager is not available (e.g., my manager is on vacation, is traveling, etc) when I need to obtain authorization for my trip, who can approve my travel?

A: If your GOA manager is not available to approve your trip, the GOA manager in the next level up must approve your travel. GOA managers cannot approve travel for travelers of the same grade level or lower unless the traveler reports to a manager of the same level. For example, if the GOA manager of the traveler is not available to approve a trip, the traveler cannot seek approval from another GOA manager that is of a grade level equal to or lower than the grade level of the traveler, the traveler must seek approval from the manager in the next level up or higher.

Q: What if I only make a hotel or car rental reservation and do not require air travel, do I still need to complete a pre-trip authorization?

A: No. The pre-trip authorization is required only for reservations with air. CTS will not require authorization for hotel only or ground only reservations. Some departments, however, may require such authorization. Check with your Department Head.

Q: What if, for legitimate business reasons, I cannot accept the lowest airfare and purchase an airline ticket out of policy, will I need to obtain exception to policy authorization?

A: Yes, in cases where the lowest fare was not accepted and is outside of the policy requirements, a separate Airfare Exception to Policy Form must be completed for approval by BMS senior management, before CWT will issue the airline tickets. The amount of the exception will determine the appropriate level of approver (i.e., exception amounts of less than \$300 require the approval of an E5 or VP equivalent and exception amounts of \$300 or more require the approval of a DMCM). It is prudent to be knowledgeable of the travel policy in order to minimize inconvenience and avoid the need to obtain last minute exception to policy approval. CWT will always review your reservation to ensure that the lowest fare within policy has been selected, including fares that may not have displayed in eTrip, and contact you to offer the discounted flight information, if applicable. Please refer to the TravelWeb for details on travel policy.

Q: What if I need to change my reservation after obtaining pre-trip approval?

A: If an itinerary change increases the airfare by \$100 or more, the traveler will need to complete a new *General Pre-Trip Approval Form*. Some departments may require that a new pre-trip form be completed if the change is less than \$100. Travelers should check with their Department Head to understand the department requirements.

Q: What about non-employee travel that is centrally billed, what form should be used?

A: The *Central Bill Pre-Trip Approval form* (located on the TravelWeb, Forms tab) should be used for reservations

that will be centrally billed to the Company (this form is only used for employment candidates, relocating employees or new employees without a corporate charge card).

TRAVEL RESERVATIONS MADE 14 DAYS OR MORE IN ADVANCE

Q: What happens if I don't book travel 14 or more days in advance?

A: In most cases, you will lose the opportunity to obtain a lower, advance purchase airfare. You will be required to provide a reason why the reservation was not booked 14 days in advance when completing the *General Pre-Trip Approval Form* for the GOA manager to acknowledge. We recognize there are instances where last minute travel may be required and CWT will not withhold ticketing; however, it will be up to the traveler's GOA manager to approve the trip or not.

Q: If I am traveling in business class, do I need to book my international travel 14 days in advance? Do I still need to obtain approval for my international trip?

A: Advance purchase fares are generally not applicable to business class fares. Therefore, booking in advance will not necessarily provide you with the airfare savings as it does on US domestic or international coach class fares. However, there are often times where airlines offer special discounted business class fares that can only be obtained with an advance purchase. Thus, travelers are encouraged to purchase their international tickets as far in advance as possible to secure these fares. You will still need to obtain pre-trip approval for your international trips.

HOTEL RATE LIMIT FOR NON-PREFERRED HOTELS

Q: Why have market rate limits been established for non-preferred hotels?

A: BMS wants its travelers to utilize its preferred hotels in order to maximize savings and drive market share by leveraging our total volume. CTS recognizes that staying at a preferred hotel is not always a viable option and has established these rate limits in order to provide spending guidelines for travelers and limit our costs.

Q: What if the rate of the BMS Preferred Hotel is above the established market rate, can I still stay at that hotel?

A: In certain cities, depending on the type of hotels selected for our preferred program, the rate of a BMS Preferred Hotel may be higher than the established market rate limit for that city. Travelers can choose to stay at such a hotel and will not be considered out of policy.

Q: Are taxes and incidentals (e.g., telephone costs, breakfast, etc) included in the rate cap?

A: No. The hotel rate cap specifically refers to the rate for one roomnight only. Travelers are strongly advised to exercise prudence when incurring other hotel expenses and should refer to the list of reimbursable and non-reimbursable expenses in the travel policy.

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

7/29/2002

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 0.00	\$ 175.99	\$ 0.00	\$ 0.00	\$ 0.00	\$ 175.99

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00020499135	7/23/2002	TK OMALLEY OF DARTMONORTH DARTMOUT 020499135 FOOD/BEV 07/23/02	\$56.00
00158023376	7/23/2002	RANDOLPH SHELL RANDOLPH MA 158023376 SHELL OIL 027524304907 07/23/02	\$23.67
00000000000	7/22/2002	EXXONMOBIL3403424884NORTH DA MA PAY AT PUMP3403424884 07/22/02	\$22.15
00207010006	7/26/2002	NEW YORK BAGEL CO #2DARTMOUTH MA 207010006 BAGELS, 07/26/02	\$21.36
00079795252	7/26/2002	CUMBERLAND FARMS 209N DARTMOUTH N 79795252 GAS/MISC 220816319511 07/26/02	\$17.53
00203010011	7/22/2002	NEW YORK BAGEL CO #2DARTMOUTH MA 203010011 BAGELS, 07/22/02	\$15.06
00000000000	7/25/2002	EXXONMOBIL5907783871EAST TAU MA PAY AT PUMP5907783871 07/25/02	\$10.00
00000118964	7/27/2002	STAPLES AVON MA 000118964 OFFICE SUPPLIES 07/27/02	\$7.30
00020665374	7/24/2002	FRIENDLY RSTR 852 N DARTMOUTH MA 020665374 FOOD/BEVERAGE 07/24/02	\$2.92
TOTAL CHARGES			\$0.00
TOTAL CREDITS			\$175.99
BALANCE DUE			\$175.99

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	8/29/2002

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 175.99	\$ 491.42	\$ 0.00	\$ 0.00	\$ 0.00	\$ 667.41

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00022412018	8/12/2002	WHEELS, INC. DES PLAINES IL 022412018 FLEET MGMT & LEASING 08/12/02	\$105.00
00087575072	7/30/2002	CINGULAR WIRELESS WESTWOOD MA 087575072 CELLULAR PHONE/SLS/SVC 07/30/02	\$70.00
00234010005	8/22/2002	COMPUTER ESCAPE INC RANDOLPH MA 234010005 OFFICE EQUIP/SUPPLIES 08/22/02	\$41.95
00000000000	8/3/2002	BBB#149 BRAINTREE MA 0000 DEPARTMENT STORES 08/03/02	\$27.07
00000000000	8/24/2002	CHRISTIES NEWPORT RI V00000CFB FOOD/BEV 08/24/02	\$23.43
00000000000	8/1/2002	SUNOCO 0663548601RANDOLPH MA SUNOCO 0034890 021436274 08/01/02	\$22.56
00000000000	7/30/2002	EXXONMOBIL5907783848BRIDGEWA MA PAY AT PUMP5907783848 07/30/02	\$22.35
00000000000	8/25/2002	EXXONMOBIL7504216404STOUGHTO MA PAY AT PUMP7504216404 08/25/02	\$21.38
00000000000	8/6/2002	CITGO1831 PARK STREESTOUGHTON MA CITGO GAS/MS0521080721831136 08/06/02	\$21.00
00000000000	8/20/2002	SUNOCO 0663548601RANDOLPH MA SUNOCO 0039018 023333014 08/20/02	\$19.13
00000000000	8/27/2002	EXXONMOBIL3401006311EAST WAR MA PAY AT PUMP3401006311 08/27/02	\$18.56
00021951113	8/5/2002	STOP & SHOP #70 NEW BEDFORD MA 021951113 PRESCRIPTIONS/SUNDRIES 08/05/02	\$18.14
00000000000	8/27/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-0827 MISCELLANEOUS FOOD STOR 08/27/0	\$16.18
00000000000	8/23/2002	GETTY 30722001 HANOVER MA *PTI--Get GAS/MISC 000235010016 08/23/02	\$15.11
00000107972	8/6/2002	KINKO S # 0386 VENTURA CA 107972 93002 08/06/02	\$14.31

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	8/29/2002

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 175.99	\$ 491.42	\$ 0.00	\$ 0.00	\$ 0.00	\$ 667.41

<u>REFERENCE NUMBER</u>	<u>TRANSACTION DATE</u>	CHARGE DESCRIPTION	CHARGES
00023974302	8/27/2002	FRIENDLY RSTR 689 FALL RIVER MA 023974302 FOOD/BEVERAGE 08/27/02	\$10.56
00000621277	8/26/2002	STAPLES FALL RIVER MA 000621277 OFFICE SUPPLIES 08/26/02	\$8.89
00021417324	8/1/2002	USPS 4371430368 RANDOLPH MA 021417324 POSTAL SERVICES 08/01/02	\$6.91
00024117767	8/28/2002	USPS 4371430601 HYANNIS MA 024117767 POSTAL SERVICES 08/28/02	\$4.65
00211010003	7/30/2002	NEW YORK BAGEL CO #2DARTMOUTH MA 211010003 BAGELS, 07/30/02	\$4.24
TOTAL CHARGES			\$0.00
TOTAL CREDITS			\$667.41
BALANCE DUE			\$491.42

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

9/29/2002

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 667.41	\$ 815.99	\$ 0.00	(\$599.96)	\$ 0.00	\$ 883.44

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000092831	9/5/2002	RICCARDIS RESTAURANT NEW BEDFORD MA 00092831 RESTAURANT 09/05/02	\$86.63
00083026875	9/10/2002	CINGULAR WIRELESS WESTWOOD MA 083026875 CELLULAR PHONE/SLS/SVC 09/10/02	\$70.00
00000029882	9/9/2002	MING DYNASTY MARSHFIELD MA 000029882 FOOD AND BEVERAGE 09/09/02	\$65.70
00016647401	9/10/2002	GROUND ROUND 86773 NORTH DARMOUTH MA 16647401 FOOD/BEVERAGE 09/10/02	\$55.97
00098530202	9/19/2002	D ANGELOS #5050 FALMOUTH MA 98530202 FOOD-BEV 09/19/02	\$43.41
00025731912	9/12/2002	BOCA PEMBROKE MA 025731912 01 FOOD AND BEVERAGE 09/12/02	\$38.85
00000000000	8/31/2002	ENTERPRISE RENTACAR NORWOOD MA	\$37.57
00000131579	9/23/2002	STAPLES HYANNIS MA 000131579 OFFICE SUPPLIES 09/23/02	\$25.70
00019890929	9/28/2002	BARNES & NOBLE BRAINTREE MA 19890929 BOOKS/SUPPLIES/GIFTS 09/28/02	\$25.00
00000000000	9/25/2002	GETTY 30344001 RANDOLPH MA *PTI--Get GAS/MISC 000268010049 09/25/02	\$20.80
00000000000	9/11/2002	EXXONMOBIL5907783897 RANDOLPH MA PAY AT PUMP5907783897 09/11/02	\$20.24
00000000000	9/22/2002	SUNOCO 0443406401 ROXBURY MA SUNOCO 0037804 026629736 09/22/02	\$20.13
00000000000	9/3/2002	SUNOCO 0006111914 NEW BEDFORD MA SUNOCO 0012288 024730561 09/03/02	\$20.12
00000000000	8/29/2002	EXXONMOBIL5907783871 EAST TAU MA PAY AT PUMP5907783871 08/29/02	\$20.05
00025439639	9/6/2002	T N T AUTOMOTIVE INC RANDOLPH MA 025439639 AUTO SERVICES 09/06/02	\$19.00

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

9/29/2002

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 667.41	\$ 815.99	\$ 0.00	(\$599.96)	\$ 0.00	\$ 883.44

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	9/10/2002	GETTY 30344001 RANDOLPH MA *PTI--Get GAS/MISC 000253010003 09/10/02	\$19.00
00000000000	9/27/2002	GETTY 30344001 RANDOLPH MA *PTI--Get GAS/MISC 000270010047 09/27/02	\$18.17
00000000000	9/5/2002	GETTY 30344001 RANDOLPH MA *PTI--Get GAS/MISC 000248010007 09/05/02	\$18.15
00047011012	9/6/2002	MAIL BOXES ETC. #034RANDOLPH MA 047011012 BUSINESS SERVICES 09/06/02	\$17.81
00000000000	8/30/2002	EXXONMOBIL2609612581BARNSTAB MA IN-STORE 2609612581 08/30/02	\$17.50
00069988922	9/24/2002	ISLAND SERVICE STATINEW BEDFORD MA 69988922 GAS/SERVICES 09/24/02	\$16.10
00000000000	9/10/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-0910 MISCELLANEOUS FOOD STOR 09/10/0	\$15.48
00000000000	9/11/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-0911 MISCELLANEOUS FOOD STOR 09/11/0	\$15.48
00000000000	9/13/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-0913 MISCELLANEOUS FOOD STOR 09/13/0	\$15.48
00266010003	9/23/2002	NEW YORK BAGEL CO #2DARTMOUTH MA 266010003 BAGELS, 09/23/02	\$14.92
00000118609	9/24/2002	KINKO S # 0781 VENTURA CA 118609 93002 09/24/02	\$13.68
00000000000	9/27/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-0927 MISCELLANEOUS FOOD STOR 09/27/0	\$13.44
00000059298	9/22/2002	SUNSHINE CAR WASH INWATERTOWN MA 00059298 CAR WASH/DETAILING 09/22/02	\$10.99
00253010006	9/10/2002	NEW YORK BAGEL CO #2DARTMOUTH MA 253010006 BAGELS, 09/10/02	\$10.38
00000118088	9/22/2002	KINKO S # 0781 VENTURA CA 118088 93002 09/22/02	\$9.62

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

9/29/2002

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 667.41	\$ 815.99	\$ 0.00	(\$599.96)	\$ 0.00	\$ 883.44

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	9/10/2002	CITGO 7 ELEVEN #3243NEW BEDFORD MA CITGO GAS/MS3115091173243201 09/10/02	\$6.36
00000117998	9/21/2002	KINKO S # 0781 VENTURA CA 117998 93002 09/21/02	\$5.85
00051515843	9/5/2002	CUMBERLAND FARMS 209N DARTMOUTH N 51515843 GAS/MISC 224912319511 09/05/02	\$4.64
00000000000	8/2/2002	NRA USAGE 1-800-657-2466 NJ 000000RANDOLPH MA003350057WF32107 4014533498	\$2.72
00000000000	9/10/2002	CITGO 7 ELEVEN #3243NEW BEDFORD MA CITGO GAS/MS3116091173243201 09/10/02	\$1.05
08500000000	8/31/2002	ELECTRONIC PAYMENT RECEIVED - THAN08/3	(\$27.07)
06066000000	9/20/2002	PROCEEDS OF EXPENSE VOUCHER 09/20 EXPENSE REPORT # TEA000454061	(\$572.89)
TOTAL CHARGES			(\$599.96)
TOTAL CREDITS			\$883.44
BALANCE DUE			\$815.99

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

10/29/02

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 883.44	\$ 1,159.13	\$ 0.00	(\$777.00)	(\$37.57)	\$ 1,228.00

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00064639892	10/18/2002	BERTUCCI S #108 RANDOLPH MA 64639892 FOOD/BEVERAGE 10/18/02	\$89.60
00072044504	10/16/2002	NOT YOUR AVERAGE JOEDARTMOUTH MA 72044504 5812/01 10/16/02	\$80.90
00068010042	10/8/2002	PACINIS ITALIAN EATEHANOVER MA 068010042 RESTAURANTS 10/08/02	\$78.17
00027776791	10/3/2002	NOCERA S RESTAURANT STOUGHTON MA 027776791 FOOD/BEVERAGE 10/03/02	\$75.23
00210021015	10/2/2002	MA RAFFA S ITALIAN NEW BEDFORD MA 210021015 FOOD-BEV 10/02/02	\$73.99
00020444341	10/9/2002	QCD BOSTON 8003310500 TX 20444341 TELEPHONE SERVICE/EQUIP 10/09/02	\$70.00
00098609602	10/22/2002	PAPA GINOS #99 PEMBROKE MA 98609602 FOOD-BEV 10/22/02	\$64.50
00210151425	10/15/2002	OCEANNA REST GRILL NEW BEDFORD MA 210151425 FOOD-BEV 10/15/02	\$39.39
00024692701	10/1/2002	PAULIE S DELI & BAKEPLYMOUTH MA 24692701 EATING PLACES 10/01/02	\$39.38
00000000000	10/25/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1025 MISCELLANEOUS FOOD STOR 10/25/02	\$23.70
00000000000	9/30/2002	10 HOWARD JOHNSON PLDORCHESTER MA EQUISHELL 22018601116273244015569 09/30/02	\$23.37
00000000000	10/6/2002	1154 WILLIAM T MORRIDORCHESTER MA TEXACO 11105220883280203005234 10/06/02	\$23.00
00097786505	10/17/2002	THE SYMPOSIUM NEW BEDFORD MA 097786505 EATING PLACES AND RESTA 10/17/02	\$22.90
00000000000	10/25/2002	SUNOCO 0362570402HOLBROOK MA SUNOCO 0031098 029910078 10/25/02	\$21.90
00000000000	10/23/2002	EXXONMOBIL5903410420BRAINTRE MA PAY AT PUMP5903410420 10/23/02	\$21.75

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

10/29/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 883.44	\$ 1,159.13	\$ 0.00	(\$777.00)	(\$37.57)	\$ 1,228.00

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	10/10/2002	2066 COMMONWEALTH AVAUBURNDALE MA TEXACO 91002453473284376058483 10/10/02	\$21.68
00000000000	10/28/2002	394 PROVIDENCE HWY WESTWOOD MA EQUISHELL 22092990229302255011421 10/28/02	\$21.30
00000504586	10/20/2002	K&G MENSMA RT WESTWOOD MA 000504586 AUTO SERVICES 10/20/02	\$20.99
00077778425	10/8/2002	PEMBROKE GULF PEMBROKE MA 77778425 GAS/MISC 228215270269 10/08/02	\$20.66
00000183850	10/15/2002	STRAWBERRIES 476 N. DARTMOUTH 00183850 Music Store 10/15/02	\$20.00
00060576801	10/23/2002	MALAI THAI CUSINE RANDOLPH MA 60576801 FOOD/BEVERAGE 10/23/02	\$19.75
00000000000	10/13/2002	86 MAZZEO DRIVE RANDOLPH MA EQUISHELL 27524304907287283050964 10/13/02	\$19.61
00020204238	10/18/2002	CUMBERLAND FARMS 209N DARTMOUTH MA 20204238 GAS/MISC 229213319511 10/18/02	\$19.09
00000000000	10/16/2002	SUNOCO 0362570402HOLBROOK MA SUNOCO 0030681 028910341 10/16/02	\$18.25
00000000000	10/2/2002	SUNOCO 0006111914NEW BEDFORD MA SUNOCO 0029885 027531292 10/02/02	\$17.03
00000002376	10/17/2002	BROOKS PHARMACY #562RANDOLPH MA 00002376 PRESCRIPTIONS SUNDRIES 10/17/02	\$16.77
00000000000	10/21/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1021 MISCELLANEOUS FOOD STOR 10/21/0	\$16.27
00000000000	10/23/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1024 MISCELLANEOUS FOOD STOR 10/23/0	\$15.81
00000000000	9/30/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-0930 MISCELLANEOUS FOOD STOR 09/30/0	\$15.48
00000119699	10/1/2002	KINKO S # 0781 VENTURA CA 119699 93002 10/01/02	\$15.17

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

10/29/02

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 883.44	\$ 1,159.13	\$ 0.00	(\$777.00)	(\$37.57)	\$ 1,228.00

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	10/7/2002	PINECOMP DARTMOUTH MA 0000-1007 RETAIL COPY STORE 10/07/02	\$15.09
00000000000	10/22/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1022 MISCELLANEOUS FOOD STOR 10/22/0	\$14.34
00000000000	10/29/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1029 MISCELLANEOUS FOOD STOR 10/29/0	\$13.21
00020483044	10/27/2002	WAL-MART 2122 AVON MA 20483044 GENERAL MERCHANDISE 10/27/02	\$11.52
00028218193	10/8/2002	USPS 4371430368 RANDOLPH MA 028218193 POSTAL SERVICES 10/08/02	\$10.01
00000000000	10/21/2002	EXXONMOBIL3407909427ROCKLAND MA PAY AT PUMP3407909427 10/21/02	\$10.00
00000060018	10/5/2002	CVS STORE - 0746 RANDOLPH MA 00060018 HEALTH/BEAUTY-AIDS 10/05/02	\$8.39
00012688420	10/24/2002	WAL-MART 2122 AVON MA 12688420 GENERAL MERCHANDISE 10/24/02	\$7.61
00000000000	10/18/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1018 MISCELLANEOUS FOOD STOR 10/18/0	\$7.26
00400314777	10/25/2002	TROPICAL CAFE PLYMOUTH MA 400314777 RESTAURANT 10/25/02	\$6.92
00000123514	10/23/2002	KINKO S # 0781 VENTURA CA 123514 93002 10/23/02	\$6.63
00028417306	10/10/2002	USPS 4371430368 RANDOLPH MA 028417306 POSTAL SERVICES 10/10/02	\$5.89
00075752102	10/16/2002	CUMBERLAND FARMS 209N DARTMOUTH MA 75752102 GAS/MISC 229012319511 10/16/02	\$4.64
00000000000	10/8/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1008 MISCELLANEOUS FOOD STOR 10/08/0	\$4.27
00028929322	10/15/2002	USPS 4371430747 NORTH DARTMOUTH MA 028929322 POSTAL SERVICES 10/15/02	\$3.85

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	10/29/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 883.44	\$ 1,159.13	\$ 0.00	(\$777.00)	(\$37.57)	\$ 1,228.00

<u>REFERENCE NUMBER</u>	<u>TRANSACTION DATE</u>	CHARGE DESCRIPTION	CHARGES
00400314777	10/25/2002	TROPICAL CAFE PLYMOUTH MA 400314777 RESTAURANT 10/25/02	\$2.00
00000000000	9/25/2002	NRA USAGE 1-800-657-2466 NJ 000000RANDOLPH MA00145004VGX31704 6098972000	\$0.70
00000000000	9/12/2002	NRA USAGE 1-800-657-2466 NJ 000000BRIDGEWTR MA00015004VGX10842 7813410320	\$0.61
00000000000	9/12/2002	NRA USAGE 1-800-657-2466 NJ 000000HOLBROOK MA00015004VGX21514 7813410320	\$0.55
00000000000	10/28/2002	ENTERPRISE RENTACAR NORWOOD MA	(\$37.57)
06066000000	10/18/2002	PROCEEDS OF EXPENSE VOUCHER 10/18 EXPENSE REPORT # TEA000466640	(\$777.00)
TOTAL CHARGES			(\$814.57)
TOTAL CREDITS			\$1,228.00
BALANCE DUE			\$1,159.13

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	11/29/02

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,228.00	\$ 1,513.80	\$ 33.77	\$ 0.00	\$ 0.00	\$ 2,775.57

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00098529301	11/7/2002	D ANGELOS #5053 HYANNIS MA 98529301 FOOD-BEV 11/07/02	\$169.47
00063876353	11/16/2002	NANTUCKET AIRLINES/CHYANNIS MA	\$158.00
00031055069	11/4/2002	BOB THE CHEF S RESTABOSTON MA 031055069 FOOD/BEVERAGE 11/04/02	\$119.60
00033017275	11/25/2002	TK OMALLEY OF DARTMONORTH DARTMOUT 033017275 FOOD/BEV 11/25/02	\$100.76
00031921026	11/14/2002	BOB THE CHEF S RESTABOSTON MA 031921026 FOOD/BEVERAGE 11/14/02	\$85.00
00022252398	11/20/2002	QCD BOSTON 8003310500 TX 22252398 TELEPHONE SERVICE/EQUIP 11/20/02	\$75.00
00098529303	10/29/2002	D ANGELOS #5053 HYANNIS MA 98529303 FOOD-BEV 10/29/02	\$69.29
00031460201	11/9/2002	BORDER CAFE CAMBRIDGE MA 031460201 FOOD/BEVERAGE 11/09/02	\$59.19
00211201403	11/20/2002	OCEANNA REST GRILL NEW BEDFORD MA 211201403 FOOD-BEV 11/20/02	\$40.81
00000000000	11/6/2002	THE PARKING CO. PROVIDENCE RI 0000-1107 7523 10 PARKING 11/06/02	\$39.00
00211121221	11/12/2002	PIZZERIA UNO 216 KINGSTON MA 211121221 FOOD-BEV 11/12/02	\$38.86
00000000000	11/29/2002	DELINQUENCY CHARGE ON 1,228.00	\$33.77
00012400477	10/30/2002	OFFICEMAX, INC. 0124NORTH DARTMOUTH M 012400477 OFFICE SUPPLIES 02747 10/30/02	\$32.89
00012854500	11/21/2002	KINKO S INC: 0781 Braintree MA 128545 02184- 11/21/02	\$31.36
00000000000	11/21/2002	86 MAZZEO DRIVE RANDOLPH MA EQUISHELL 27524304907326321013814 11/21/02	\$28.72

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

11/29/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,228.00	\$ 1,513.80	\$ 33.77	\$ 0.00	\$ 0.00	\$ 2,775.57

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00012841179	11/21/2002	CHILI S GRILL#802 HYANNIS MA 12841179 FOOD 11/21/02	\$25.90
00000000000	11/13/2002	STARBUCKS COFFEE QMARSHFIELD MA 2002-3-12 FAST FOOD RESTAURANT 11/13/02	\$23.63
00031919384	11/14/2002	USPS 4371430360 PLYMOUTH MA 031919384 POSTAL SERVICES 11/14/02	\$22.80
00000000000	11/1/2002	EXXONMOBIL3401006311EAST WAR MA PAY AT PUMP3401006311 11/01/02	\$22.77
00000000000	11/8/2002	EXXONMOBIL5907783871EAST TAU MA PAY AT PUMP5907783871 11/08/02	\$22.76
00000000000	11/25/2002	EXXONMOBIL5907783897RANDOLPH MA IN-STORE 5907783897 11/25/02	\$22.61
00000135608	11/8/2002	KINKO S # 0579 VENTURA CA 135608 93002 11/08/02	\$21.84
00000000000	11/15/2002	253 E ASHLAND & N CABROCKTON MA EQUISHELL 22009520929320257058810 11/15/02	\$21.53
00099367023	10/30/2002	H & M STATIONS CORPOHOLBROOK MA 099367023 SERVICE STATIONS(WITH O 10/30/02	\$21.25
00000000000	11/6/2002	EXXONMOBIL3407712813WALPOLE MA PAY AT PUMP3407712813 11/06/02	\$20.86
00086652903	11/19/2002	HOLBROOK UNITED HOLBROOK MA 86652903 AUTO SERVICES 11/19/02	\$20.75
00028282556	11/26/2002	PRO TECH AUTO WALTHAM MA 28282556 SERVICE STA233122203127 11/26/02	\$20.50
00000000000	11/12/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1112 MISCELLANEOUS FOOD STOR 11/12/0	\$16.27
00031000008	11/7/2002	TGI FRIDAY S #370 MINNEAPOLIS MN 031000008 FOOD-BEV 11/07/02	\$16.23
00000000000	11/20/2002	2760 WASHINGTON STRECCANTON MA TEXACO 91002604015325375040160 11/20/02	\$15.91

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

11/29/02

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,228.00	\$ 1,513.80	\$ 33.77	\$ 0.00	\$ 0.00	\$ 2,775.57

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00072044537	11/27/2002	NOT YOUR AVERAGE JOEDARTMOUTH MA/ 72044537 5812/01 11/27/02	\$15.00
00330010015	11/26/2002	NEW YORK BAGEL CO #2DARTMOUTH MA 330010015 BAGELS, 11/26/02	\$14.37
00092682009	11/25/2002	SASSAQUIN HOUSE OF NEW BEDFORD MA 092682009 PIZZA 11/25/02	\$13.88
00000000000	10/30/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1030 MISCELLANEOUS FOOD STOR 10/30/0	\$13.09
00000000000	10/31/2002	EXXONMOBIL5907783871EAST TAU MA PAY AT PUMP5907783871 10/31/02	\$10.01
00054549115	11/13/2002	PEMBROKE GULF PEMBROKE MA 54549115 GAS/MISC 231816270269 11/13/02	\$10.00
00012711500	11/14/2002	KINKO S INC: 0781 Braintree MA 127115 02184- 11/14/02	\$8.34
00000000000	11/4/2002	EXXONMOBIL5907783897RANDOLPH MA IN-STORE 5907783897 11/04/02	\$6.35
00032018948	11/15/2002	USPS 4371430368 RANDOLPH MA 032018948 POSTAL SERVICES 11/15/02	\$5.22
00012711900	11/14/2002	KINKO S INC: 0781 Braintree MA 127119 02184- 11/14/02	\$5.04
00090906278	11/26/2002	CUMBERLAND FARMS 209N DARTMOUTH MA 90906278 GAS/MISC 233117319511 11/26/02	\$5.01
00000000000	11/4/2002	EXXONMOBIL7504740619WALPOLE MA PAY AT PUMP7504740619 11/04/02	\$5.00
00033221312	11/27/2002	USPS 4371430747 NORTH DARTMOUTH MA 033221312 POSTAL SERVICES 11/27/02	\$4.81
00098529304	10/29/2002	D ANGELOS #5053 HYANNIS MA 98529304 FOOD-BEV 10/29/02	\$4.68
00063492071	11/4/2002	CARIBOU COFFEE #123 MINNEAPOLIS MN 063492071 MISCELLANEOUS FOOD STOR 11/04/02	\$4.21

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	11/29/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,228.00	\$ 1,513.80	\$ 33.77	\$ 0.00	\$ 0.00	\$ 2,775.57

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00012713200	11/14/2002	KINKO S INC: 0781 Braintree MA 127132 02184- 11/14/02	\$4.18
00030418140	10/30/2002	USPS 4371430322 AVON MA 030418140 POSTAL SERVICES 10/30/02	\$3.85
00012697800	11/13/2002	KINKO S INC: 0781 Braintree MA 126978 02184- 11/13/02	\$3.42
00077775381	11/25/2002	CUMBERLAND FARMS 209N DARTMOUTH N 77775381 GAS/MISC 233012319511 11/25/02	\$3.28
00000000000	11/22/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1122 MISCELLANEOUS FOOD STOR 11/22/0	\$2.61
00053131503	11/21/2002	DUNKIN DONUT#331185 BRIDGEWATER MA 53131503 RESTAURANT 11/21/02	\$2.51
00323010004	11/19/2002	NEW YORK BAGEL CO #2DARTMOUTH MA 323010004 BAGELS, 11/19/02	\$2.23
00033025003	11/25/2002	USPS 4371430322 AVON MA 033025003 POSTAL SERVICES 11/25/02	\$1.75
00000538605	10/31/2002	STAPLES FALMOUTH MA 000538605 OFFICE SUPPLIES 10/31/02	\$1.05
00000031191	11/23/2002	AT&T CARD CALLS/SDN - 11/23/02 TELECOMMUNICATION SERVICE - DETAIL ENC	\$0.35
TOTAL CHARGES			\$0.00
TOTAL CREDITS			\$2,775.57
BALANCE DUE			\$1,547.57

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

12/30/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 2,775.57	\$ 235.27	\$ 0.00	(\$2,574.31)	(\$85.00)	\$ 351.53

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00357231210	12/23/2002	SHAW S MARKET RANDOLPH MA 357231210 GROCERIES/SUNDRIES 12/23/02	\$75.08
00013395700	12/30/2002	KINKO S INC: 0781 Braintree MA 133957 02184- 12/30/02	\$27.52
00000007702	12/23/2002	BROOKS PHARMACY #623ROCKLAND MA 00007702 PRESCRIPTIONS/SUNDRIES 12/23/02	\$23.73
00000000000	12/24/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1224 MISCELLANEOUS FOOD STOR 12/24/0	\$20.81
00000000000	12/23/2002	EXXONMOBIL3407909427ROCKLAND MA PAY AT PUMP3407909427 12/23/02	\$18.35
00000000000	11/27/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1130 MISCELLANEOUS FOOD STOR 11/27/0	\$18.09
00035826980	12/23/2002	USPS 4371430322 AVON MA 035826980 POSTAL SERVICES 12/23/02	\$13.65
00346001997	12/12/2002	JOE S SOUTH SHORE AUROCKLAND MA 346001997 SERVICE STATION 12/12/02	\$10.00
00000000000	12/18/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1220 MISCELLANEOUS FOOD STOR 12/18/0	\$9.66
00000000000	12/28/2002	86 MAZZEO DRIVE RANDOLPH MA EQUISHELL 27524304907363305034151 12/28/02	\$8.00
00000031291	12/23/2002	AT&T CARD CALLS/SDN - 12/23/02 TELECOMMUNICATION SERVICE - DETAIL ENC	\$7.78
00000000000	12/16/2002	TOGO S EATERY/BASKINRANDOLPH MA 0000-1220 MISCELLANEOUS FOOD STOR 12/16/0	\$2.60
00035249302	12/17/2002	BOB THE CHEF S RESTABOSTON MA 035249302 FOOD/BEVERAGE 12/17/02	(\$85.00)
08500000000	12/10/2002	ELECTRONIC PAYMENT RECEIVED - THAN12/10	(\$157.00)
06066000000	12/26/2002	PROCEEDS OF EXPENSE VOUCHER 12/26 EXPENSE REPORT # TEA000506609	(\$1,142.78)

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	12/30/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 2,775.57	\$ 235.27	\$ 0.00	(\$2,574.31)	(\$85.00)	\$ 351.53

<u>REFERENCE NUMBER</u>	<u>TRANSACTION DATE</u>	<u>CHARGE DESCRIPTION</u>	<u>CHARGES</u>
06066000000	12/20/2002	PROCEEDS OF EXPENSE VOUCHER 12/20 EXPENSE REPORT # TEA000488428	(\$1,274.53)
		TOTAL CHARGES	(\$2,659.31)
		TOTAL CREDITS	\$351.53
		BALANCE DUE	\$235.27

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	1/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 351.53	\$ 1,521.30	\$ 0.00	(\$125.00)	(\$5.55)	\$ 1,742.28

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00024230123	1/11/2003	HANDSPRING INC 6502305000 CA 24230123 COMPUTERS EQUIPMENT SOF 01/11/0	\$224.95
00098529201	1/24/2003	D ANGELOS #5055 HYANNIS MA 98529201 FOOD-BEV 01/24/03	\$113.15
00002407448	1/23/2003	LEGAL SEA FOODS #005BRAINTREE MA 002407448 FOOD/BEV 01/23/03	\$86.23
00098529701	1/7/2003	D ANGELOS #5046 HANOVER MA 98529701 FOOD-BEV 01/07/03	\$78.93
00025149000	1/27/2003	CINGULAR WIRELESS 8003310500 TX 25149000 TELEPHONE SERVICE/EQUIP 01/27/03	\$75.00
00023918662	12/30/2002	CINGULAR WIRELESS 8003310500 TX 23918662 TELEPHONE SERVICE/EQUIP 12/30/02	\$75.00
00002857265	1/27/2003	FRIENDLY RSTR 689 FALL RIVER MA 002857265 FOOD/BEVERAGE 01/27/03	\$70.54
00011617400	1/3/2003	KINKO S INC: 0386 Hyannis MA 116174 02601- 01/03/03	\$53.77
00000000000	1/14/2003	86 MAZZEO DRIVE RANDOLPH MA EQUISHELL 27524304907015321026757 01/14/03	\$50.00
00098532401	1/14/2003	D ANGELOS #5069 RANDOLPH MA 98532401 FOOD-BEV 01/14/03	\$35.69
00899000110	12/30/2002	PREFERRED CUST GUILD800-626-4901 NY 899000110 MERCHANDISE 12/30/02	\$32.88
00000016559	1/5/2003	SUNSHINE CAR WASH INWATERTOWN MA 00016559 CAR WASH/DETAILING 01/05/03	\$29.99
00000992226	1/3/2003	PITNEY BOWES MGMT WOBURN MA 992226 BUSINESS SERVICES 01/03/03	\$29.73
00000992226	1/3/2003	PITNEY BOWES MGMT WOBURN MA 992226 BUSINESS SERVICES 01/03/03	\$29.73
00000172110	1/2/2003	STAPLES AVON MA 000172110 OFFICE SUPPLIES 01/02/03	\$28.07

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	1/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 351.53	\$ 1,521.30	\$ 0.00	(\$125.00)	(\$5.55)	\$ 1,742.28

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00072005246	1/10/2003	NOT YOUR AVERAGE JOERANDOLPH MA 72005246 FOOD/BEVERAGE 01/10/03	\$27.00
00000034180	1/6/2003	MING DYNASTY MARSHFIELD MA 000034180 FOOD AND BEVERAGE 01/06/03	\$23.65
00000992226	1/3/2003	PITNEY BOWES MGMT WOBURN MA 992226 BUSINESS SERVICES 01/03/03	\$23.43
00000000000	1/5/2003	86 MAZZEO DRIVE RANDOLPH MA EQUISHELL 27524304907006291051495 01/05/03	\$22.89
00000000000	1/24/2003	EXXONMOBIL7504213005BOURNE MA PAY AT PUMP7504213005 01/24/03	\$22.69
00000000000	12/30/2002	EXXONMOBIL3401068543STOUGHTON MA PAY AT PUMP3401068543 12/30/02	\$22.64
00000000000	1/22/2003	243 CHURCH STREET PEMBROKE MA EQUISHELL 27527522802023348057797 01/22/03	\$22.48
00002857264	1/27/2003	FRIENDLY RSTR 689 FALL RIVER MA 002857264 FOOD/BEVERAGE 01/27/03	\$22.02
00097703544	1/3/2003	H & M STATIONS CORPOHOLBROOK MA 097703544 SERVICE STATIONS(WITH O 01/03/03	\$22.00
00000000000	1/28/2003	GETTY 30344001 RANDOLPH MA *PTI--Get GAS/MISC 000028010033 01/28/03	\$22.00
00000000000	1/27/2003	EXXONMOBIL3403432309CANTON MA PAY AT PUMP3403432309 01/27/03	\$21.39
00012400780	1/9/2003	OFFICEMAX, INC. 0124NORTH DARTMOUTH MA 012400780 OFFICE SUPPLIES 02747 01/09/03	\$20.99
00899000110	1/28/2003	PREFERRED CUST GUILD800-626-4901 NY 899000110 MERCHANDISE 01/28/03	\$19.97
00012124440	1/9/2003	CUMBERLAND FARMS 209N DARTMOUTH MA 12124440 GAS/MISC 301012319511 01/09/03	\$19.57
00000992226	1/3/2003	PITNEY BOWES MGMT WOBURN MA 992226 BUSINESS SERVICES 01/03/03	\$19.08

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	1/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 351.53	\$ 1,521.30	\$ 0.00	(\$125.00)	(\$5.55)	\$ 1,742.28

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000004075	1/7/2003	STARBUCKS COFFEE QMARSHFIELD MA 4075 FAST FOOD RESTAURANT 01/07/03	\$16.22
00000000000	1/8/2003	1 CANAL ROAD SAGAMORE MA TEXACO 11674836526009202022332 01/08/03	\$15.13
00017363100	1/6/2003	KINKO S INC: 0398 Waltham MA 173631 02452- 01/06/03	\$15.10
00000000000	1/3/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-0106 MISCELLANEOUS FOOD STOR 01/03/0	\$14.61
00000000000	1/11/2003	EXXONMOBIL3407680085NEW HAVE CT PAY AT PUMP3407680085 01/11/03	\$14.57
00098532402	1/14/2003	D ANGELOS #5069 RANDOLPH MA 98532402 FOOD-BEV 01/14/03	\$13.66
00000000000	1/10/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-0111 MISCELLANEOUS FOOD STOR 01/10/0	\$11.99
00000000000	1/25/2003	86 MAZZEO DRIVE RANDOLPH MA EQUISHELL 27524304907026322030326 01/25/03	\$8.00
00009010006	1/9/2003	NEW YORK BAGEL CO #2DARTMOUTH MA 009010006 BAGELS, 01/09/03	\$7.42
00000000000	1/6/2003	ROCKY S ACE HRDW#983RANDOLPH MA 0000-0106 MISC 01/06/03	\$6.69
00000963566	1/24/2003	CUMBELAND FARM GULF HYANNIS MA GAS/MISC 302512411581 01/24/03	\$6.38
00001348696	1/26/2003	WALGREEN 045351RANDOLPH MA 001348696 DRUG STORE/PHARMACY 01/26/03	\$6.29
00098609639	1/8/2003	PAPA GINOS #99 PEMBROKE MA 98609639 FOOD-BEV 01/08/03	\$6.27
00001118188	1/10/2003	USPS 4371430368 RANDOLPH MA 001118188 POSTAL SERVICES 01/10/03	\$5.40
00000040555	1/3/2003	CENTER P BOSTON MA 000040555 PARKING FEES 01/03/03	\$5.00

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	1/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 351.53	\$ 1,521.30	\$ 0.00	(\$125.00)	(\$5.55)	\$ 1,742.28

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000918716	1/8/2003	USPS 4371430102 PROVIDENCE RI 000918716 POSTAL SERVICES 01/08/03	\$4.59
00000321979	1/2/2003	USPS 4371430322 AVON MA 000321979 POSTAL SERVICES 01/02/03	\$4.30
00094010566	1/3/2003	MAIL BOXES ETC. #034 RANDOLPH MA 094010566 BUSINESS SERVICES 01/03/03	\$3.15
00000000000	1/2/2003	TOGO S EATERY/BASKIN RANDOLPH MA 0000-0106 MISCELLANEOUS FOOD STORE 01/02/03	\$2.61
00027010005	1/27/2003	NEW YORK BAGEL CO #2 DARTMOUTH MA 027010005 BAGELS, 01/27/03	\$2.59
00019890104	1/3/2003	BARNES & NOBLE BRAINTREE MA 19890104 BOOKS/SUPPLIES/GIFTS 01/03/03	\$2.36
00000000000	1/6/2003	511 TOTTEN POND ROAD WALTHAM MA EQUISHELL 22083700611007258038400 01/06/03	\$2.25
00000030191	1/23/2003	AT&T CARD CALLS/SDN - 01/23/03 TELECOMMUNICATION SERVICE - DETAIL ENC	\$1.26
00024280121	1/14/2003	HANDSPRING INC 6502305000 CA 24280121 COMPUTERS EQUIPMENT SOFTWARE 01/14/03	(\$5.55)
08500000000	1/18/2003	ELECTRONIC PAYMENT RECEIVED - THAN 01/18/03	(\$125.00)
TOTAL CHARGES			(\$130.55)
TOTAL CREDITS			\$1,742.28
BALANCE DUE			\$1,521.30

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	2/28/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,742.28	\$ 381.44	\$ 47.91	\$ 0.00	\$ 0.00	\$ 2,171.63

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00379478120	2/4/2003	AT&T BROADBAND MA 888-633-4266 MA 379478120 CABLE SVS 02/04/03	\$127.01
00000000000	2/28/2003	DELINQUENCY CHARGE ON 1,742.28	\$47.91
00011798493	2/11/2003	CRAB APPLES FALMOUTH MA 011798493 RESTAURANT 02/11/03	\$39.63
00141901366	1/31/2003	THE OLIVE GARDEN USAN DARTMOUTH M 141901366 FOOD/BEVERAGE 01/31/03	\$28.57
00000000000	2/9/2003	EXXONMOBIL3407738149WALTHAM MA PAY AT PUMP3407738149 02/09/03	\$23.55
00000000000	2/6/2003	CITGO5362 MERROW ROATOLLAND CT CITGO GAS/MSC96 951925362023 02/06/03	\$23.10
00092753185	2/13/2003	H & M STATIONS CORPOHOLBROOK MA 092753185 SERVICE STATIONS(WITH O 02/13/03	\$22.85
00000000000	2/2/2003	EXXONMOBIL3407738149WALTHAM MA PAY AT PUMP3407738149 02/02/03	\$22.80
00000548909	1/31/2003	CUMBERLAND FARMS 209N DARTMOUTH N GAS/MISC 303212319511 01/31/03	\$21.67
00034010011	2/3/2003	NEW YORK BAGEL CO #2DARTMOUTH MA 034010011 BAGELS, 02/03/03	\$20.39
00000247973	2/1/2003	STAPLES AVON MA 000247973 OFFICE SUPPLIES 02/01/03	\$16.14
00053131502	2/13/2003	DUNKIN DONUT#331185 BRIDGEWATER MA 53131502 RESTAURANT 02/13/03	\$13.44
00053131503	2/10/2003	DUNKIN DONUT#331185 BRIDGEWATER MA 53131503 RESTAURANT 02/10/03	\$13.39
00004226621	2/10/2003	USPS 4371430747 NORTH DARTMOUTH MA 004226621 POSTAL SERVICES 02/10/03	\$7.77
00000030291	2/23/2003	AT&T CARD CALLS/SDN - 02/23/03 TELECOMMUNICATION SERVICE - DETAIL ENC	\$1.13

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

2/28/20

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,742.28	\$ 381.44	\$ 47.91	\$ 0.00	\$ 0.00	\$ 2,171.63

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
		TOTAL CHARGES	\$0.00
		TOTAL CREDITS	\$2,171.63
		BALANCE DUE	\$429.35

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	3/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 2,171.63	\$ 6.40	\$ 0.00	(\$1,742.13)	(\$165.90)	\$ 270.00

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000030391	3/23/2003		\$6.40
		AT&T CARD CALLS/SDN - 03/23/03	
		TELECOMMUNICATION SERVICE - DETAIL ENC	
00899000110	3/11/2003		(\$39.90)
		PREFERRED CUST GUILD800-626-4901 NY	
		899000110 MERCHANDISE 03/11/03	
00024230152	3/6/2003		(\$126.00)
		HANDSPRING INC 6502305000 CA	
		24230152 COMPUTERS EQUIPMENT SOF 03/06/0	
06066000000	3/28/2003		(\$479.38)
		PROCEEDS OF EXPENSE VOUCHER 03/28	
		EXPENSE REPORT # TEA100010667	
06066000000	3/28/2003		(\$1,262.75)
		PROCEEDS OF EXPENSE VOUCHER 03/28	
		EXPENSE REPORT # TEA100018659	
		TOTAL CHARGES	(\$1,908.03)
		TOTAL CREDITS	\$270.00
		BALANCE DUE	\$6.40

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	4/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 270.00	\$ 115.85	\$ 0.00	(\$269.41)	\$ 0.00	\$ 116.44

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00304071209	4/7/2003	MA RAFFA S ITALIAN NEW BEDFORD MA 304071209 FOOD-BEV 04/07/03	\$39.35
00055468351	4/9/2003	WAL-MART 2122 AVON MA 55468351 GENERAL MERCHANDISE 04/09/03	\$31.47
00000000000	4/9/2003	CITGO1831 SOUTH RANDRANDOLPH MA CITGO GAS/MSC97 951121831110 04/09/03	\$15.00
00053131501	4/11/2003	DUNKIN DONUT#331185 BRIDGEWATER MA 53131501 RESTAURANT 04/11/03	\$10.99
00086652918	4/8/2003	HOLBROOK UNITED HOLBROOK MA 86652918 AUTO SERVICES 04/08/03	\$10.00
00009853501	4/7/2003	STAMPS.COM 888-434-0055 CA 009853501 STAMPS.COM 04/07/03	\$8.98
00000000000	4/1/2003	SUNOCO 0013467603PLYMOUTH MA SUNOCO 0028257 009231057 04/01/03	\$0.06
06066000000	4/18/2003	PROCEEDS OF EXPENSE VOUCHER 04/18 EXPENSE REPORT # TEA100025005	(\$6.40)
08500000000	4/8/2003	ELECTRONIC PAYMENT RECEIVED - THAN04/0	(\$127.01)
08500000000	4/25/2003	ELECTRONIC PAYMENT RECEIVED - THAN04/2	(\$136.00)
		TOTAL CHARGES	(\$269.41)
		TOTAL CREDITS	\$116.44
		BALANCE DUE	\$115.85

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	5/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 116.44	\$ 1,295.96	\$ 0.00	(\$138.82)	(\$13.64)	\$ 1,259.94

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00305291958	5/29/2003	OCEANNA REST GRILL NEW BEDFORD MA 305291958 FOOD-BEV 05/29/03	\$166.73
00029457470	5/1/2003	CINGWS*654628081BOS WICHITA FAL TX 29457470 TELEPHONE SERVICE/EQUIP 05/01/03	\$150.00
00110451446	5/15/2003	THE BRITISH BEER COMSANDWICH MA 110451446 FOOD/BEV 05/15/03	\$98.57
00029010035	5/23/2003	INDIAN DELIGHT 7813310700 MA 29010035 FOOD/BEVERAGE 05/23/03	\$64.33
00090974668	5/17/2003	FAMOUS ATLNTC FISH CBOSTON MA 90974668 FOOD/BEVERAGE 05/17/03	\$52.12
00072044503	5/22/2003	NOT YOUR AVERAGE JOEDARTMOUTH MA 72044503 5812/01 05/22/03	\$40.75
00072044507	5/7/2003	NOT YOUR AVERAGE JOEDARTMOUTH MA 72044507 5812/01 05/07/03	\$39.83
00069802695	5/16/2003	BERTUCCI S #016 BRAINTREE MA 69802695 FOOD/BEVERAGE 05/16/03	\$34.36
00000000000	5/14/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-0515 MISCELLANEOUS FOOD STOR 05/14/0	\$33.55
00000000000	5/4/2003	SUNOCO 0663548601RANDOLPH MA SUNOCO 0096250 012530879 05/04/03	\$32.70
00000000000	5/1/2003	BURLINGTON COAT FACTBRAINTREE MA 003F22663 CLOTHING 05/01/03	\$29.99
00021869678	5/9/2003	APPLEBEE S 001671FALL RIVER MA 021869678 FOOD/BEVERAGE 05/09/03	\$25.17
00000000000	5/6/2003	EXXONMOBIL2609723404PLYMOUTH MA PAY AT PUMP2609723404 05/06/03	\$24.43
00000000000	5/21/2003	SUNOCO 0663548601RANDOLPH MA SUNOCO 0000055 014234060 05/21/03	\$23.36
00000000000	5/8/2003	EXXONMOBIL5907783871EAST TAU MA PAY AT PUMP5907783871 05/08/03	\$23.00

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	5/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 116.44	\$ 1,295.96	\$ 0.00	(\$138.82)	(\$13.64)	\$ 1,259.94

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000263584	5/28/2003	JOSEPH S PONTIAC NORWELL MA GAS/MISC 314916209179 05/28/03	\$23.00
00000108789	4/29/2003	PEMBROKE GULF PEMBROKE MA GAS/MISC 312017270269 04/29/03	\$22.97
00000000000	5/13/2003	253 E ASHLAND & N CABROCKTON MA EQUISHELL 22009520929134257045234 05/13/03	\$22.51
00012763829	5/6/2003	FRIENDLY RSTR 852 N DARTMOUTH MA 012763829 FOOD/BEVERAGE 05/06/03	\$22.43
00000079700	5/22/2003	NEW YORK BAGEL CO #2N DARTMOUTH M 79700 BAGELS, 05/22/03	\$22.26
00000009940	5/18/2003	COPLEY BOSTON MA 000009940 PARKING FEES 05/18/03	\$22.00
00069705291	5/17/2003	TOP OF THE HUB BOSTON MA 69705291 FOOD/BEVERAGE 05/17/03	\$21.00
00000000000	5/28/2003	ROCKY S ACE HRDW#983RANDOLPH MA 0000-0528 HARDWARE 05/28/03	\$20.99
00133512518	5/7/2003	NEW YORK BAGEL CO #2N DARTMOUTH M 133512518 BAGELS, 05/07/03	\$18.28
00000000000	5/28/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-0529 MISCELLANEOUS FOOD STOR 05/28/0	\$17.40
00000000000	5/19/2003	1 CANAL ROAD SAGAMORE MA TEXACO 11674836526140201019308 05/19/03	\$15.59
00000112782	5/2/2003	STAPLES AVON MA 000112782 OFFICE SUPPLIES 05/02/03	\$15.26
00000000000	5/2/2003	EXXONMOBIL7504216404STOUGHTO MA PAY AT PUMP7504216404 05/02/03	\$15.01
00000000000	4/29/2003	THE FRAME CENTER HANOVER MA 0 SPECIALTY RETAIL STORE 04/29/03	\$15.00
00000016355	5/23/2003	H AND M HOLBROOK MA 000016355 SERVICE STATION 05/23/03	\$15.00

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	5/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 116.44	\$ 1,295.96	\$ 0.00	(\$138.82)	(\$13.64)	\$ 1,259.94

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00027131687	5/27/2003	STARBUCKS 000760MARSHFIELD MA 027131687 FAST FOOD RESTAURANT 05/27/03	\$14.18
00001507237	5/28/2003	WALGREEN 045351RANDOLPH MA 001507237 DRUG STORE/PHARMACY 05/28/03	\$13.64
00053131503	5/23/2003	DUNKIN DONUT#331185 BRIDGEWATER MA 53131503 RESTAURANT 05/23/03	\$13.50
00000000000	5/16/2003	1 CANAL ROAD SAGAMORE MA TEXACO 11674836526137206022964 05/16/03	\$12.70
00000000000	5/16/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-0517 MISCELLANEOUS FOOD STOR 05/16/0	\$12.50
00000476200	5/29/2003	KINKO S INC: 0386 Hyannis MA 004762 02601- 05/29/03	\$12.16
00305291808	5/29/2003	OCEANNA REST GRILL NEW BEDFORD MA 305291808 FOOD-BEV 05/29/03	\$11.75
00000024354	5/12/2003	CUMBERLAND FARMS 209N DARTMOUTH MA GAS/MISC 313313319511 05/12/03	\$10.01
00000000000	5/20/2003	EXXONMOBIL2609714320NEW BEDF MA PAY AT PUMP2609714320 05/20/03	\$10.00
00000000010	5/27/2003	THE VARIETY STORE RANDOLPH MA 000010 CONVENIENCE STORE 05/27/03	\$10.00
00130000181	5/15/2003	THE UPS STORE #0349 RANDOLPH MA 130000181 BUSINESS SERVICES 05/15/03	\$7.35
00002169400	5/27/2003	KINKO S INC: 0781 Braintree MA 021694 02184- 05/27/03	\$7.22
00092181464	5/7/2003	PETRO PLUS WALTHAM MA 092181464 AUTO SERVICES 05/07/03	\$6.50
00015430700	5/27/2003	KINKO S INC: 0781 Braintree MA 154307 02184- 05/27/03	\$5.80
00000000000	5/16/2003	EXXONMOBIL5903410420BRAINTRE MA PAY AT PUMP5903410420 05/16/03	\$5.00

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	5/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 116.44	\$ 1,295.96	\$ 0.00	(\$138.82)	(\$13.64)	\$ 1,259.94

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000003330	5/19/2003	DIAMOND DELI BUZZARDS BAY MA 3330 MISC FOOD STORE 05/19/03	\$4.81
00012865381	5/7/2003	STAMPS.COM 888-434-0055 CA 012865381 STAMPS.COM 05/07/03	\$4.49
00013322039	5/12/2003	USPS 4371430720 FALL RIVER MA 013322039 POSTAL SERVICES 05/12/03	\$4.05
00002170900	5/27/2003	KINKO S INC: 0781 Braintree MA 021709 02184- 05/27/03	\$1.83
00000030591	5/23/2003	AT&T CARD CALLS/SDN - 05/23/03 TELECOMMUNICATION SERVICE - DETAIL ENC	\$0.88
00005971444	5/29/2003	WALGREEN 045351RANDOLPH MA 005971444 DRUG STORE/PHARMACY 05/29/03	(\$13.64)
06066000000	5/16/2003	PROCEEDS OF EXPENSE VOUCHER 05/16 EXPENSE REPORT # TEA100042385	(\$138.82)
TOTAL CHARGES			(\$152.46)
TOTAL CREDITS			\$1,259.94
BALANCE DUE			\$1,295.96

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	6/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,259.94	\$ 1,488.75	\$ 0.00	(\$1,183.40)	(\$27.26)	\$ 1,538.03

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00021372601	6/4/2003	THE FOOD WORKS SOUTH DARTMOUTH MA 21372601 FOOD/BEVERAGE 06/04/03	\$160.71
00379478120	6/3/2003	COMCAST CABLE COMM 888-633-4266 MA 379478120 CABLE SVS 06/03/03	\$158.32
00029010026	6/12/2003	INDIAN DELIGHT 7813310700 MA 29010026 FOOD/BEVERAGE 06/12/03	\$81.75
00021183744	6/9/2003	CINGWS*654628081BOS WICHITA FALL TX 21183744 TELEPHONE SERVICE/EQUIP 06/09/03	\$75.00
00306271041	6/27/2003	MA RAFFA S ITALIAN NEW BEDFORD MA 306271041 FOOD-BEV 06/27/03	\$73.47
00072005201	6/24/2003	NOT YOUR AVERAGE JOERANDOLPH MA 72005201 FOOD/BEVERAGE 06/24/03	\$59.29
00306061312	6/6/2003	OCEANNA REST GRILL NEW BEDFORD MA 306061312 FOOD-BEV 06/06/03	\$50.00
00002267300	6/4/2003	KINKO S INC: 0781 Braintree MA 022673 02184- 06/04/03	\$48.87
00017173162	6/19/2003	DOUBLETREE HOTELS BOBOSTON MA	\$48.00
00099659011	6/21/2003	MA RAFFA S ITALIAN RSOMERSET MA 99659011 FOOD/BEVERAGE 06/21/03	\$42.50
00000121949	5/30/2003	STAPLES AVON MA 000121949 OFFICE SUPPLIES 05/30/03	\$42.28
00002961755	6/25/2003	WALGREEN 041459PROVIDENCE RI 002961755 DRUG STORE/PHARMACY 06/25/03	\$33.79
00098531702	6/3/2003	D ANGELOS #5304 SOUTH DARTMOUTH MA 98531702 FOOD-BEV 06/03/03	\$28.20
00015940896	6/7/2003	THE HOME DEPOT #2671AVON MA 015940896 BUILDING SUPPLIES 06/07/03	\$27.26
00017173182	6/19/2003	DOUBLETREE HOTELS BOBOSTON MA	\$25.10

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

6/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,259.94	\$ 1,488.75	\$ 0.00	(\$1,183.40)	(\$27.26)	\$ 1,538.03

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	6/10/2003	EXXONMOBIL3401491760PLYMOUTH MA PAY AT PUMP3401491760 06/10/03	\$24.38
00015516500	6/4/2003	KINKO S INC: 0781 Braintree MA 155165 02184- 06/04/03	\$23.63
00053131501	6/18/2003	DUNKIN DONUT#331185 BRIDGEWATER MA 53131501 RESTAURANT 06/18/03	\$23.50
00000000000	5/30/2003	CITGO1540 TOM S CITGCARVER MA CITGO GAS/MSC97 203121540025 05/30/03	\$23.00
00000005681	6/26/2003	MUTUAL BRAINTREE MA 000005681 SALES/SERVICES/REPAIR 06/26/03	\$22.98
00000000000	6/18/2003	EXXONMOBIL5907783871EAST TAU MA PAY AT PUMP5907783871 06/18/03	\$22.71
00000000000	6/6/2003	EXXONMOBIL5907783848BRIDGEWA MA PAY AT PUMP5907783848 06/06/03	\$22.49
00018010829	6/28/2003	USPS 4371430322 AVON MA 018010829 POSTAL SERVICES 06/28/03	\$22.20
00097444074	6/4/2003	H & M STATIONS CORPOHOLBROOK MA 097444074 SERVICE STATIONS(WITH O 06/04/03	\$22.00
00000000000	6/24/2003	253 E ASHLAND & N CABROCKTON MA EQUISHELL 22009520929176267002911 06/24/03	\$21.82
00000000000	6/16/2003	MUTUAL 30737 RANDOLPH MA GETTY GAS/MISC 167001000023 06/16/03	\$21.69
00000611851	6/25/2003	STAPLES PLYMOUTH MA 000611851 OFFICE SUPPLIES 06/25/03	\$21.51
00306061327	6/6/2003	OCEANNA REST GRILL NEW BEDFORD MA 306061327 FOOD-BEV 06/06/03	\$20.15
00000005658	6/3/2003	THE VARIETY STORE RANDOLPH MA 5658 CONVENIENCE STORE 06/03/03	\$19.90
00098531705	6/16/2003	D ANGELOS #5304 Q18 SOUTH DARTMOUTH N 98531705 FOOD-BEV 06/16/03	\$19.40

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	6/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,259.94	\$ 1,488.75	\$ 0.00	(\$1,183.40)	(\$27.26)	\$ 1,538.03

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00015940895	6/7/2003	THE HOME DEPOT #2671 AVON MA 015940895 BUILDING SUPPLIES 06/07/03	\$17.82
00098610603	6/25/2003	PAPA GINOS #67 Q18 PLYMOUTH MA 98610603 FOOD-BEV 06/25/03	\$17.59
00000000000	6/9/2003	TOGO S EATERY/BASKIN RANDOLPH MA 0000-0611 MISCELLANEOUS FOOD STOR 06/09/0	\$14.60
00000000000	6/20/2003	EXXON MOBIL 7504216404 STOUGHTON MA PAY AT PUMP 7504216404 06/20/03	\$14.14
00000000000	6/2/2003	TOGO S EATERY/BASKIN RANDOLPH MA 0000-0603 MISCELLANEOUS FOOD STOR 06/02/0	\$12.93
00000124326	6/6/2003	STAPLES AVON MA 000124326 OFFICE SUPPLIES 06/06/03	\$12.56
00000571300	6/26/2003	KINKO S INC: 0386 Hyannis MA 005713 02601- 06/26/03	\$10.40
00000000000	6/3/2003	10 HOWARD JOHNSON PL DORCHESTER MA EQUISHELL 22018601116155255049639 06/03/03	\$10.00
00000000000	6/20/2003	THE VARIETY STORE RANDOLPH MA VSVE55487 CONVENIENCE STORE 06/20/03	\$10.00
00000971387	6/23/2003	JOSEPH S PONTIAC NORWELL MA GAS/MISC 317514209179 06/23/03	\$10.00
00016123422	6/9/2003	USPS 4371430322 AVON MA 016123422 POSTAL SERVICES 06/09/03	\$9.14
00000128093	6/17/2003	STAPLES AVON MA 000128093 OFFICE SUPPLIES 06/17/03	\$8.40
00000017633	6/6/2003	CVS STORE - 0746 RANDOLPH MA 00017633 HEALTH/BEAUTY-AIDS 06/06/03	\$8.39
00000123908	6/5/2003	STAPLES AVON MA 000123908 OFFICE SUPPLIES 06/05/03	\$8.09
00017310308	6/21/2003	USPS 4371430368 RANDOLPH MA 017310308 POSTAL SERVICES 06/21/03	\$7.70

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

6/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,259.94	\$ 1,488.75	\$ 0.00	(\$1,183.40)	(\$27.26)	\$ 1,538.03

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00170143015	6/19/2003	SHAW S MARKET DARMOUTH MA 170143015 GROCERIES/SUNDRIES 06/19/03	\$7.38
00000000000	6/16/2003	SUNOCO 0663548601 RANDOLPH MA SUNOCO 0005185 016710662 06/16/03	\$7.00
00002479300	6/23/2003	KINKO S INC: 0781 Braintree MA 024793 02184- 06/23/03	\$6.64
00000000000	6/24/2003	253 E ASHLAND & N CABROCKTON MA EQUISHELL 22009520929176266002912 06/24/03	\$4.60
00016052906	6/8/2003	STAMPS.COM 888-434-0055 CA 016052906 STAMPS.COM 06/08/03	\$4.49
00000030691	6/23/2003	AT&T CARD CALLS/SDN - 06/23/03 TELECOMMUNICATION SERVICE - DETAIL ENC	\$0.98
00015940897	6/7/2003	THE HOME DEPOT #2671 AVON MA 015940897 BUILDING SUPPLIES 06/07/03	(\$27.26)
06066000000	6/13/2003	PROCEEDS OF EXPENSE VOUCHER 06/13 EXPENSE REPORT # TEA100063018	(\$1,183.40)
TOTAL CHARGES			(\$1,210.66)
TOTAL CREDITS			\$1,538.03
BALANCE DUE			\$1,488.75

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

7/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,538.03	\$ 1,418.19	\$ 0.00	(\$1,330.51)	\$ 0.00	\$ 1,625.71

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00023147504	7/23/2003	CINGWS*654628081BOS WICHITA FAL TX 23147504 TELEPHONE SERVICE/EQUIP 07/23/03	\$150.00
00000000000	7/17/2003	AMAZON.COM SUPERSTORAMAZON.COM ZEFL3D1K5 MERCHANDISE 07/17/03	\$105.33
00379478120	7/1/2003	COMCAST CABLE COMM 888-633-4266 MA 379478120 CABLE SVS 07/01/03	\$103.65
00098529703	7/9/2003	D ANGELOS #5046 Q18 HANOVER MA 98529703 FOOD-BEV 07/09/03	\$92.52
00098532701	7/22/2003	D ANGELOS #5179 Q18 PLYMOUTH MA 98532701 FOOD-BEV 07/22/03	\$90.48
00028059068	7/11/2003	THE FRAME CENTER HANOVER MA 028059068 SPECIALTY RETAIL STORE 07/11/03	\$87.07
00075119117	7/23/2003	JAMIE S GRILL AND PUMARSHFIELD MA 75119117 FOOD/BEVERAGE 07/23/03	\$83.80
00307161206	7/16/2003	MA RAFFA S ITALIAN NEW BEDFORD MA 307161206 FOOD-BEV 07/16/03	\$73.05
00072044546	7/1/2003	NOT YOUR AVERAGE JOEDARTMOUTH MA 72044546 5812/01 07/01/03	\$59.56
00072005222	7/25/2003	NOT YOUR AVERAGE JOERANDOLPH MA 72005222 FOOD/BEVERAGE 07/25/03	\$50.66
00015861100	7/13/2003	KINKO S INC: 0781 Braintree MA 158611 02184- 07/13/03	\$35.96
00025000025	6/28/2003	OUTBACK STEAKHOUSE #RANDOLPH MA 025000025 FOOD/BEV 06/28/03	\$33.38
00000696978	7/13/2003	STAPLES MIDDLETOWN RI 000696978 OFFICE SUPPLIES 07/13/03	\$32.09
00000000001	7/21/2003	DIAMOND DELI BUZZARDS BAY MA 1 MISC FOOD STORE 07/21/03	\$27.91
00000000000	7/25/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-0727 MISCELLANEOUS FOOD STOR 07/25/03	\$26.58

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	7/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,538.03	\$ 1,418.19	\$ 0.00	(\$1,330.51)	\$ 0.00	\$ 1,625.71

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	7/8/2003	EXXONMOBIL2609619339EAST SAN MA IN-STORE 2609619339 07/08/03	\$26.00
00000000000	7/14/2003	EXXONMOBIL3401491760PLYMOUTH MA PAY AT PUMP3401491760 07/14/03	\$24.99
00000000000	7/23/2003	EXXONMOBIL3401108539PEMBROKE MA PAY AT PUMP3401108539 07/23/03	\$24.39
00000000000	7/3/2003	SUNOCO 0663548601RANDOLPH MA SUNOCO 0009036 018440423 07/03/03	\$23.56
00000000000	7/10/2003	EXXONMOBIL5903410420BRAINTRE MA PAY AT PUMP5903410420 07/10/03	\$22.71
00000000000	7/21/2003	CITGO1831 SOUTH RANDRANDOLPH MA CITGO GAS/MSC97 440121831110 07/21/03	\$22.00
00000185162	7/16/2003	CUMBERLAND FARMS 208S DARTMOUTH N GAS/MISC 319815319502 07/16/03	\$20.38
00000000000	7/1/2003	EXXONMOBIL3401104249TAUNTON MA IN-STORE 3401104249 07/01/03	\$18.98
00000000000	7/3/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-0705 MISCELLANEOUS FOOD STOR 07/03/0	\$17.61
00000000000	7/24/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-0727 MISCELLANEOUS FOOD STOR 07/24/0	\$16.55
00000000000	7/28/2003	EXXONMOBIL3403432309CANTON MA IN-STORE 3403432309 07/28/03	\$15.99
00019117744	7/9/2003	USPS 4371430322 AVON MA 019117744 POSTAL SERVICES 07/09/03	\$12.10
00002718800	7/17/2003	KINKO S INC: 0781 Braintree MA 027188 02184- 07/17/03	\$10.30
00000092963	7/16/2003	CUMBERLAND FARMS 213DARTMOUTH M GAS/MISC 319812319529 07/16/03	\$10.28
00012400427	7/16/2003	OFFICEMAX, INC. 0124NORTH DARTMOUTH N 012400427 OFFICE SUPPLIES 02747 07/16/03	\$10.15

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

7/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,538.03	\$ 1,418.19	\$ 0.00	(\$1,330.51)	\$ 0.00	\$ 1,625.71

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	7/7/2003	253 E ASHLAND & N CABROCKTON MA EQUISHELL 22009520929189257051525 07/07/03	\$10.00
00046834810	7/28/2003	LAPTOP LANE PHILADEL2159374360 PA 46834810 COMPUTER NETWORKING 07/28/03	\$8.90
00020417384	7/22/2003	USPS 4371430360 PLYMOUTH MA 020417384 POSTAL SERVICES 07/22/03	\$8.15
00000000000	7/9/2003	EXXONMOBIL3401108539PEMBROKE MA IN-STORE 3401108539 07/09/03	\$7.58
00098610605	7/14/2003	PAPA GINOS #67 Q18 PLYMOUTH MA 98610605 FOOD-BEV 07/14/03	\$7.22
00000478409	7/22/2003	CUMBERLAND FARMS 206PLYMOUTH MA GAS/MISC 320411319493 07/22/03	\$5.94
00002647000	7/10/2003	KINKO S INC: 0781 Braintree MA 026470 02184- 07/10/03	\$5.30
00002703600	7/15/2003	KINKO S INC: 0781 Braintree MA 027036 02184- 07/15/03	\$5.17
00018962975	7/7/2003	STAMPS.COM 888-434-0055 CA 018962975 STAMPS.COM 07/07/03	\$4.49
00002552700	6/30/2003	KINKO S INC: 0781 Braintree MA 025527 02184- 06/30/03	\$4.41
00020416754	7/22/2003	USPS 2407990185 BRAINTREE MA 020416754 POSTAL SERVICES 07/22/03	\$4.30
00015818700	7/8/2003	KINKO S INC: 0781 Braintree MA 158187 02184- 07/08/03	\$4.20
00015950200	7/22/2003	KINKO S INC: 0781 Braintree MA 159502 02184- 07/22/03	\$4.20
00000000000	7/15/2003	EXXONMOBIL3401470723NORTH DA MA IN-STORE 3401470723 07/15/03	\$3.28
00000030791	7/23/2003	AT&T CARD CALLS/SDN - 07/23/03 TELECOMMUNICATION SERVICE - DETAIL ENC	\$2.48

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	7/30/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,538.03	\$ 1,418.19	\$ 0.00	(\$1,330.51)	\$ 0.00	\$ 1,625.71

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00002631200	7/8/2003	KINKO S INC: 0781 Braintree MA 026312 02184- 07/08/03	\$2.12
00002820800	7/26/2003	KINKO S INC: 0781 Braintree MA 028208 02184- 07/26/03	\$1.66
00002677400	7/13/2003	KINKO S INC: 0781 Braintree MA 026774 02184- 07/13/03	\$0.76
08500000000	7/9/2003	ELECTRONIC PAYMENT RECEIVED - THAN07/03	(\$129.48)
06066000000	7/18/2003	PROCEEDS OF EXPENSE VOUCHER 07/18 EXPENSE REPORT # TEA100078955	(\$1,201.03)
TOTAL CHARGES			(\$1,330.51)
TOTAL CREDITS			\$1,625.71
BALANCE DUE			\$1,418.19

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

8/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,625.71	\$ 740.61	\$ 0.00	(\$1,470.83)	\$ 0.00	\$ 895.49

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00006505870	8/5/2003	BEST BUY CO 530 BRAINTREE MA 006505870 ELECTRONICS/APPLIANCES 08/05/03	\$109.99
00021304780	7/31/2003	RENAISSANCE HOTELS PPHILADELPHIA PA	\$93.85
00095354397	8/2/2003	BAILEY S SURF & TURFWAREHAM MA 095354397 FOOD/BEV 08/02/03	\$73.20
00040100020	8/3/2003	MARRIOTT 33787COPLEYBOSTON MA	\$69.79
00000006853	8/2/2003	GRACE FASHION INC MATTAPAN MA 00006853 GENERAL MERCH 08/02/03	\$51.43
00308271202	8/27/2003	MA RAFFA S ITALIAN NEW BEDFORD MA 308271202 FOOD-BEV 08/27/03	\$45.45
00307311310	7/31/2003	MA RAFFA S ITALIAN NEW BEDFORD MA 307311310 FOOD-BEV 07/31/03	\$43.54
00000406599	8/4/2003	BEST BUY CO 530 BRAINTREE MA 000406599 ELECTRONICS/APPLIANCES 08/04/03	\$41.99
00000002691	8/5/2003	BROOKS PHARMACY #562RANDOLPH MA 00002691 PRESCRIPTIONS SUNDRIES 08/05/03	\$40.32
00000463457	8/5/2003	JOURNEYS #1228 22 BRAINTREE MA 000463457 SHOES/ACCESSORIES 08/05/03	\$29.99
00093460036	8/3/2003	IHOP 4706 RANDOLPH MA 93460036 EATING PLACES RESTAURA 08/03/03	\$24.64
00000000000	7/31/2003	MUTUAL 30737 RANDOLPH MA GETTY GAS/MISC 212001000055 07/31/03	\$22.60
00000000000	8/4/2003	EXXONMOBIL5907783897RANDOLPH MA IN-STORE 5907783897 08/04/03	\$21.35
00033660157	7/30/2003	GOTOMYPC SERVICES 8882593826 CA 33660157 COMPUTER NETWORK INFORM 07/30	\$19.95
00654168898	7/16/2003	FEDEX #836541688983 RANDOLPH MA 654168898 08536 07/16/03	\$17.51

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

8/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,625.71	\$ 740.61	\$ 0.00	(\$1,470.83)	\$ 0.00	\$ 895.49

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	8/4/2003	GETTY 30344001 RANDOLPH MA GETTY GAS/MISC 216001000009 08/04/03	\$15.00
00151000158	8/5/2003	THE UPS STORE #0349 RANDOLPH MA 151000158 BUSINESS SERVICES 08/05/03	\$7.79
00000011046	8/1/2003	CVS STORE - 1247 WAREHAM MA 00011046 HEALTH/BEAUTY-AIDS 08/01/03	\$7.73
00000000000	8/8/2003	STAMPS.COM INC. 888-434-0055 CA 02SZH5LGD SERVICE FEE 08/08/03	\$4.49
06066000000	8/29/2003	PROCEEDS OF EXPENSE VOUCHER 08/29 EXPENSE REPORT # TEA100094036	(\$1,470.83)
TOTAL CHARGES			(\$1,470.83)
TOTAL CREDITS			\$895.49
BALANCE DUE			\$740.61

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	9/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 895.49	\$ 1,485.69	\$ 0.00	(\$648.42)	(\$141.84)	\$ 1,590.92

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00379478120	9/5/2003	COMCAST CABLE COMM 888-633-4266 MA 379478120 CABLE SVS 09/05/03	\$130.20
00308291242	8/29/2003	MA RAFFA S ITALIAN NEW BEDFORD MA 308291242 FOOD-BEV 08/29/03	\$119.68
00098532102	9/10/2003	D ANGELOS #5063 Q18 ROCKLAND MA 98532102 FOOD-BEV 09/10/03	\$98.54
00391000059	9/5/2003	PACINIS ITALIAN EATEHANOVER MA 391000059 RESTAURANTS 09/05/03	\$90.92
00025090518	9/3/2003	CINGWS*654628081BOS WICHITA FAL TX 25090518 TELEPHONE SERVICE/EQUIP 09/03/03	\$75.00
00842500023	9/19/2003	FEDEX AB842500023437RANDOLPH MA 842500023 1 FEDEX LETTER 09/19/03	\$72.71
00020852764	9/16/2003	SANDWICH TAVERN FORRESTDALE MA 020852764 FOOD 09/16/03	\$48.74
00072005284	9/19/2003	NOT YOUR AVERAGE JOERANDOLPH MA 72005284 FOOD/BEVERAGE 09/19/03	\$40.00
00000327832	9/2/2003	STAPLES AVON MA 000327832 OFFICE SUPPLIES 09/02/03	\$32.54
00013500265	9/1/2003	OFFICEMAX, INC. 0135BRAINTREE MA 013500265 OFFICE SUPPLIES 02184 09/01/03	\$32.02
00000156463	9/23/2003	STAPLES AVON MA 000156463 OFFICE SUPPLIES 09/23/03	\$30.42
00000061835	9/6/2003	SUNSHINE CAR WASH INWATERTOWN MA 00061835 CAR WASH/DETAILING 09/06/03	\$29.99
00000000000	8/29/2003	86 MAZZEO DRIVE RT 1RANDOLPH MA EQUISHELL 27540382705242414009314 08/29/03	\$29.01
00000000000	9/5/2003	1808 WASHINGTON STREHANOVER MA EQUISHELL 11105220179249206000930 09/05/03	\$28.66
00000000000	9/16/2003	1 CANAL ROAD SAGAMORE MA TEXACO 11674836526260207013624 09/16/03	\$28.46

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	9/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 895.49	\$ 1,485.69	\$ 0.00	(\$648.42)	(\$141.84)	\$ 1,590.92

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000000000	9/21/2003	1370 NORTH MAIN ST RANDOLPH MA EQUISHELL 27540380709265352055346 09/21/03	\$28.00
00000292599	9/27/2003	STAPLES AVON MA 000292599 OFFICE SUPPLIES 09/27/03	\$26.76
00000716140	9/8/2003	H AND M HOLBROOK MA 000716140 SERVICE STATION 09/08/03	\$26.75
00000911581	9/25/2003	H & M STATIONS CORP HOLBROOK MA 000911581 SERVICE STATION 09/25/03	\$26.35
00000000000	9/18/2003	HESS EXPRESS PLYMOUTH MA AMERADAH GAS/GROCERIES 501418003436 09/18/03	\$26.26
00066000067	9/3/2003	BENNETT GAS & REPAIR 7819342933 MA 66000067 GAS SERVICES 09/03/03	\$26.25
00000000000	9/11/2003	GETTY 30445001 FALL RIVER MA GETTY GAS/MISC 254001000022 09/11/03	\$26.01
00076300000	9/4/2003	BARNES & NOBLE #1800 NEW YORK NY 7630 Readers Advantage Fee 09/04/03	\$25.00
00000155047	9/17/2003	STAPLES AVON MA 000155047 OFFICE SUPPLIES 09/17/03	\$24.09
00024301029	8/31/2003	SANCTUARY BOOKS BOSTON MA 024301029 RELIGIOUS SUPPLIES/ACC 08/31/03	\$23.48
00003503500	9/26/2003	KINKO S INC: 0781 Braintree MA 035035 02184- 09/26/03	\$20.13
00050545068	9/2/2003	STARBUCKS 000760 MARSHFIELD MA 050545068 FAST FOOD RESTAURANT 09/02/03	\$20.06
00193340330	9/6/2003	THE FRAME MAN RANDOLPH MA 193340330 FRAMES/ART/PRINTS 09/06/03	\$20.00
00000000000	9/11/2003	NEW YORK BAGEL CO #1 FALL RIVER MA MR201207 BAGELS, 09/11/03	\$18.99
00026631680	9/20/2003	BASKIN ROBBINS HANOV HANOVER MA 026631680 FOOD/BEV 09/20/03	\$18.84

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	9/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 895.49	\$ 1,485.69	\$ 0.00	(\$648.42)	(\$141.84)	\$ 1,590.92

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00098531704	9/8/2003	D ANGELOS #5304 Q18 SOUTH DARTMOUTH MA 98531704 FOOD-BEV 09/08/03	\$18.31
00000000000	9/22/2003	TOGO S EATERY/BASKIN RANDOLPH MA 0000-0928 MISCELLANEOUS FOOD STOR 09/22/03	\$17.11
00003397400	9/17/2003	KINKO S INC: 0781 Braintree MA 033974 02184- 09/17/03	\$16.94
00969850028	8/21/2003	FEDEX #839698500284 RANDOLPH MA 969850028 SPAG299678/SPAG 2 80219 08/21/03	\$15.99
00000504059	9/7/2003	K&G MENS MART WESTWOOD MA 000504059 AUTO SERVICES 09/07/03	\$15.74
00000000000	9/23/2003	EXXON MOBIL 3407909427 ROCKLAND MA PAY AT PUMP 3407909427 09/23/03	\$15.00
00013500265	9/1/2003	OFFICEMAX, INC. 0135 BRAINTREE MA 013500265 OFFICE SUPPLIES 02184 09/01/03	\$14.91
00026631679	9/20/2003	BASKIN ROBBINS HANOV HANOVER MA 026631679 FOOD/BEV 09/20/03	\$14.65
00158000562	9/3/2003	THE UPS STORE #0349 RANDOLPH MA 158000562 BUSINESS SERVICES 09/03/03	\$14.16
00003326100	9/11/2003	KINKO S INC: 0781 Braintree MA 033261 02184- 09/11/03	\$14.11
00000510490	9/5/2003	STAPLES PLYMOUTH MA 000510490 OFFICE SUPPLIES 09/05/03	\$12.38
00009239999	9/23/2003	DUNKIN/BASKIN/TOGOS 5085806991 MA 09239999 FAST FOOD RESTAURANT 09/23/03	\$12.29
00003418700	9/19/2003	KINKO S INC: 0781 Braintree MA 034187 02184- 09/19/03	\$11.18
00000000000	9/10/2003	GETTY 30344001 RANDOLPH MA GETTY GAS/MISC 253001000053 09/10/03	\$10.00
00003437100	9/20/2003	KINKO S INC: 0781 Braintree MA 034371 02184- 09/20/03	\$9.32

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

9/29/2003

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 895.49	\$ 1,485.69	\$ 0.00	(\$648.42)	(\$141.84)	\$ 1,590.92

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00082490700	9/9/2003	NEW YORK BAGEL CO #2N DARTMOUTH M 82490700 BAGELS, 09/09/03	\$8.44
00003281400	9/7/2003	KINKO S INC: 0781 Braintree MA 032814 02184- 09/07/03	\$5.71
00000000000	9/8/2003	STAMPS.COM INC. 888-434-0055 CA 02SZH5MGD SERVICE FEE 09/08/03	\$4.49
00371430339	9/15/2003	USPS 4371430339 HANOVER MA 371430339 U S POSTAL SERVICE 09/15/03	\$4.30
00000030991	9/23/2003	AT&T CARD CALLS/SDN - 09/23/03 TELECOMMUNICATION SERVICE - DETAIL ENC	\$2.92
00003395400	9/17/2003	KINKO S INC: 0781 Braintree MA 033954 02184- 09/17/03	\$2.10
00003135803	9/17/2003	WALGREEN 045351RANDOLPH MA 003135803 DRUG STORE/PHARMACY 09/17/03	\$1.58
00003186700	8/29/2003	KINKO S INC: 0781 Braintree MA 031867 02184- 08/29/03	\$0.20
00000000000	9/11/2003	AT&T CARD CALLS/SDN - 09/11/03 AT&T CREDIT-SERVICE ADJUSTMENT	(\$0.88)
00000000000	9/11/2003	AT&T CARD CALLS/SDN - 09/11/03 AT&T CREDIT-SERVICE ADJUSTMENT	(\$0.98)
00000955052	9/7/2003	JOURNEYS #1228 22 BRAINTREE MA 000955052 SHOES/ACCESSORIES 09/07/03	(\$29.99)
00004205383	9/1/2003	BEST BUY CO 530 BRAINTREE MA 004205383 ELECTRONICS/APPLIANCES 09/01/03	(\$109.99)
06066000000	9/26/2003	PROCEEDS OF EXPENSE VOUCHER 09/26 EXPENSE REPORT # TEA100107946	(\$648.42)
		TOTAL CHARGES	(\$790.26)
		TOTAL CREDITS	\$1,590.92
		BALANCE DUE	\$1,485.69

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

10/29/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,590.92	\$ 2,097.03	\$ 0.00	(\$105.23)	(\$72.71)	\$ 3,510.01

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00026502687	10/2/2003	CINGWS*654628081BOS WICHITA FAL TX 26502687 TELEPHONE SERVICE/EQUIP 10/02/03	\$1,191.60
00027674866	10/23/2003	CINGWS*654628081BOS WICHITA FAL TX 27674866 TELEPHONE SERVICE/EQUIP 10/23/03	\$120.85
00000000000	10/4/2003	LES ZYGOMATES BOSTON MA S4597330. FOOD AND BEVERAGE 10/04/03	\$111.60
00000000000	10/4/2003	LES ZYGOMATES BOSTON MA S4597330. FOOD AND BEVERAGE 10/04/03	\$110.00
00000031091	10/23/2003	AT&T CARD CALLS/SDN - 10/23/03 TELECOMMUNICATION SERVICE - DETAIL ENC	\$51.58
00379478120	10/1/2003	COMCAST CABLE COMM 888-633-4266 MA 379478120 CABLE SVS 10/01/03	\$45.95
00000000000	9/29/2003	86 MAZZEO DRIVE RT 1 RANDOLPH MA EQUISHELL 27540382705273383001255 09/29/03	\$34.68
00003615700	10/6/2003	KINKO S INC: 0781 Braintree MA 036157 02184- 10/06/03	\$33.64
00000000000	10/2/2003	SUNOCO 0663548601RANDOLPH MA SUNOCO 0029750 027639277 10/02/03	\$29.65
00000000000	10/8/2003	EXXONMOBIL5907783848BRIDGEWA MA PAY AT PUMP5907783848 10/08/03	\$27.71
00000000000	10/4/2003	GETTY 30344001 RANDOLPH MA GETTY GAS/MISC 277001000033 10/04/03	\$25.72
00003591900	10/3/2003	KINKO S INC: 0781 Braintree MA 035919 02184- 10/03/03	\$24.57
00000000000	10/26/2003	SUNOCO 0663548601RANDOLPH MA SUNOCO 0034699 029932977 10/26/03	\$22.12
00012400758	10/1/2003	OFFICEMAX, INC. 0124NORTH DARTMOUTH N 012400758 OFFICE SUPPLIES 02747 10/01/03	\$21.58
00000161378	10/7/2003	STAPLES AVON MA 000161378 OFFICE SUPPLIES 10/07/03	\$21.51

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME

CORPORATE ACCOUNT NUMBER

STATEMENT CLOSING DATE

GACHAGO, JOHN

379478120961009

10/29/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,590.92	\$ 2,097.03	\$ 0.00	(\$105.23)	(\$72.71)	\$ 3,510.01

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00000127801	10/10/2003	CUMBERLAND FARMS 209N DARTMOUTH MA GAS/MISC 328413319511 10/10/03	\$19.58
00000000999	10/1/2003	NEW YORK BAGEL CO #2N DARTMOUTH MA 000999 BAGELS, 10/01/03	\$19.03
00000000000	10/28/2003	71 CEDAR ST @ PINE PAWTUCKET RI SHELL OIL 23867200828301277016640 10/28/03	\$18.69
00000000000	10/7/2003	EXXONMOBIL5907783848BRIDGEWA MA PAY AT PUMP5907783848 10/07/03	\$16.00
00012400186	10/6/2003	OFFICEMAX, INC. 0124NORTH DARTMOUTH MA 012400186 OFFICE SUPPLIES 02747 10/06/03	\$15.73
00000000000	10/6/2003	TOGO S EATERY/BASKINRANDOLPH MA 0000-1007 MISCELLANEOUS FOOD STOR 10/06/0	\$15.15
00029904042	10/24/2003	BASKIN ROBBINS HANOVHANOVER MA 029904042 FOOD/BEV 10/24/03	\$15.00
00030220260	10/28/2003	BASKIN ROBBINS HANOVHANOVER MA 030220260 FOOD/BEV 10/28/03	\$14.15
00371430360	10/3/2003	USPS 4371430360 PLYMOUTH MA 371430360 POSTAL SERVICES 10/03/03	\$13.65
00027425353	9/29/2003	BASKIN ROBBINS HANOVHANOVER MA 027425353 FOOD/BEV 09/29/03	\$13.64
00000000000	10/1/2003	EXXONMOBIL3401104249TAUNTON MA PAY AT PUMP3401104249 10/01/03	\$10.01
00003844000	10/27/2003	KINKO S INC: 0781 Braintree MA 038440 02184- 10/27/03	\$9.07
00003836200	10/26/2003	KINKO S INC: 0781 Braintree MA 038362 02184- 10/26/03	\$8.39
00371430322	10/9/2003	USPS 4371430322 AVON MA 371430322 POSTAL SERVICES 10/09/03	\$8.00
00371430540	10/28/2003	USPS 4371430540 FALMOUTH MA 371430540 POSTAL SERVICES 10/28/03	\$6.96

Summary of Corporate Card Account

CORPORATE CARDHOLDER NAME	CORPORATE ACCOUNT NUMBER	STATEMENT CLOSING DATE
GACHAGO, JOHN	379478120961009	10/29/

PREVIOUS BALANCE	NEW CHARGE	OTHER DEBIT	PAYMENTS RECEIVED	OTHER CREDITS	BALANCE DUE
\$ 1,590.92	\$ 2,097.03	\$ 0.00	(\$105.23)	(\$72.71)	\$ 3,510.01

REFERENCE NUMBER	TRANSACTION DATE	CHARGE DESCRIPTION	CHARGES
00053131203	10/7/2003	DUNKIN DONUT#331186 BRIDGEWATER MA 53131203 FAST FOOD RESTAURANT 10/07/03	\$6.30
00000000000	10/8/2003	STAMPS.COM INC. 888-434-0055 CA 02SZH5QGD SERVICE FEE 10/08/03	\$4.49
00072005202	10/3/2003	NOT YOUR AVERAGE JOERANDOLPH MA 72005202 FOOD/BEVERAGE 10/03/03	\$3.49
00016883400	10/27/2003	KINKO S INC: 0781 Braintree MA 168834 02184- 10/27/03	\$3.15
00000166610	10/7/2003	NEW YORK BAGEL CO #2N DARTMOUTH M 166610 BAGELS, 10/07/03	\$2.73
00371430339	10/27/2003	USPS 4371430339 HANOVER MA 371430339 POSTAL SERVICES 10/27/03	\$1.06
00189000072	10/24/2003	FEDEX MOON TOWNSHIP PA 189000072 COURIER SERVICES 10/24/03	(\$72.71)
05409000000	10/23/2003	PHONE PAYMENT RECEIVED-THANK YOU 10/2	(\$105.23)
TOTAL CHARGES			(\$177.94)
TOTAL CREDITS			\$3,510.01
BALANCE DUE			\$2,097.03

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	28-Oct-03	BROOKS PHARMACY 562	2.09
JOHN W GACHAGO	29-Oct-03	OIL COMPANY - CITGO ELECTRONIC SALES	25.6
JOHN W GACHAGO	29-Oct-03	ZYGOMATES INC LES ZYGOMATES	-111.6
JOHN W GACHAGO	29-Oct-03	ZYGOMATES INC LES ZYGOMATES	21.6
JOHN W GACHAGO	29-Oct-03	ZYGOMATES INC LES ZYGOMATES	-10
JOHN W GACHAGO	29-Oct-03	ZYGOMATES INC LES ZYGOMATES	100
JOHN W GACHAGO	29-Oct-03	NOT YOUR AVERAGE JOE'S	40.59
JOHN W GACHAGO	29-Oct-03	ZYGOMATES INC LES ZYGOMATES	-100
JOHN W GACHAGO	31-Oct-03	SUN REFINING & MARKETING CARD ACTIVATED TERMINALS	20.76
JOHN W GACHAGO	31-Oct-03	CORK COUNTY INC CAT WALK BAR AND GRILL	134
JOHN W GACHAGO	31-Oct-03	LEAH PETRAKIS PACINI'S	65.3
JOHN W GACHAGO	31-Oct-03	INT'L INST OF CULINARY INT'L INST OF CULINARY	97.62
JOHN W GACHAGO	01-Nov-03	KINKO'S 0781	29.44
JOHN W GACHAGO	03-Nov-03	SUN REFINING & MARKETING CARD ACTIVATED TERMINALS	23.84
JOHN W GACHAGO	03-Nov-03	OFFICE MAX INC OFFICE MAX #124	13.1

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	04-Nov-03	BARNES & NOBLE INC BARNES & NOBLE BKSTR 1962	3.14
JOHN W GACHAGO	04-Nov-03	U.S. POSTAL SERVICE PROVIDENCE	4.24
JOHN W GACHAGO	05-Nov-03	SASSAQUIN HOUSE OF PIZZA	13.76
JOHN W GACHAGO	05-Nov-03	SASSAQUIN HOUSE OF PIZZA	15.75
JOHN W GACHAGO	05-Nov-03	EXXONMOBIL ELCTR TRANSM	25.94
JOHN W GACHAGO	05-Nov-03	STAPLES #3	1.03
JOHN W GACHAGO	08-Nov-03	STAMPS.COM INC. STAMPS.COM	4.49
JOHN W GACHAGO	24-Nov-03	AT&T COMMUNICATIONS AT&T CARD CALL/SDN O	13.77
JOHN W GACHAGO	29-Nov-03	DELINQUENCY CHARGE ON 3,288.41	98.32
JOHN W GACHAGO	02-Dec-03	PROCEEDS OF EXPENSE VOUCHER 12/02 EXPENSE REPORT # TEA100128920	-1059.52
JOHN W GACHAGO	02-Dec-03	PROCEEDS OF EXPENSE VOUCHER 12/02 EXPENSE REPORT # TEA100154508	131.55
JOHN W GACHAGO	12-Dec-03	PROCEEDS OF EXPENSE VOUCHER 12/12 EXPENSE REPORT # TEA100159339	-238.74
JOHN W GACHAGO	12-Dec-03	PROCEEDS OF EXPENSE VOUCHER 12/12 EXPENSE REPORT # TEA100162094	-990.31
JOHN W GACHAGO	17-Dec-03	ELECTRONIC PAYMENT RECEIVED - THAN12/17	-1132
JOHN W GACHAGO	22-Dec-03	SUN REFINING & MARKETING CARD ACTIVATED TERMINALS	25.07

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	22-Dec-03	KINKO'S 0781	32.38
JOHN W GACHAGO	24-Dec-03	AT&T COMMUNICATIONS AT&T CARD CALL/SDN O	4.78
JOHN W GACHAGO	24-Dec-03	SUN REFINING & MARKETING CONTROL SECTION/ELCT SALE	24.25
JOHN W GACHAGO	29-Dec-03	EQUIVA/SHELL CAT	24.07
JOHN W GACHAGO	29-Dec-03	OFFICE MAX INC OFFICE MAX 135	42.79
JOHN W GACHAGO	30-Dec-03	OFFICE MAX INC OFFICE MAX 135	24.14
JOHN W GACHAGO	30-Dec-03	AMAXA AUTOMOTIVE SRV INC MUTUAL HIGHLAND AUTO RP	22.7
JOHN W GACHAGO	31-Dec-03	COMCAST CABLE COMMUNICATI COMCAST CABLE	80.68
JOHN W GACHAGO	05-Jan-04	EXXONMOBIL CARD ACTIVATED TERMINALS	23.86
JOHN W GACHAGO	06-Jan-04	OFFICE MAX INC OFFICE MAX #124	21.99
JOHN W GACHAGO	06-Jan-04	EXXONMOBIL ELCTR TRANSM	1.67
JOHN W GACHAGO	07-Jan-04	D'ANGELO'S 5050	84.97
JOHN W GACHAGO	07-Jan-04	PANERA BAKERY CAFE 3860	14.36
JOHN W GACHAGO	07-Jan-04	HISTORIC HOTEL PTNSHP RI THE BILTMORE HOTEL	10
JOHN W GACHAGO	07-Jan-04	H & M STATIONS CORP MUTUAL	22.75

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	09-Jan-04	OFFICE MAX INC OFFICE MAX #124	-20.99
JOHN W GACHAGO	09-Jan-04	H & M STATIONS CORP MUTUAL	22.15
JOHN W GACHAGO	10-Jan-04	PANERA BAKERY CAFE 3860	24.14
JOHN W GACHAGO	10-Jan-04	INTERSTATE HOTELS CORP 17 THE CHARLES HOTEL	55.63
JOHN W GACHAGO	11-Jan-04	SUN REFINING & MARKETING CONTROL SECTION/ELCT SALE	9
JOHN W GACHAGO	12-Jan-04	PROPARK 150 SHERATAN BRAD	19
JOHN W GACHAGO	12-Jan-04	EXXONMOBIL CARD ACTIVATED TERMINALS	12.02
JOHN W GACHAGO	12-Jan-04	CAFE MANAGEMENT ASSOCIAT TOGO'S EATERY/BASKIN ROB	58.02
JOHN W GACHAGO	13-Jan-04	JOE'S PIZZA LTD PRTRNSHP NOT YOUR AVERAGE JOE'S	75.66
JOHN W GACHAGO	13-Jan-04	EXXONMOBIL CARD ACTIVATED TERMINALS	27.89
JOHN W GACHAGO	26-Jan-04	BROWN DOG INVESTMENTS INC LAURINOS	190.25
JOHN W GACHAGO	30-Jan-04	DELINQUENCY CHARGE ON 926.68	27.71
JOHN W GACHAGO	13-Feb-04	PROCEEDS OF EXPENSE VOUCHER 02/13 EXPENSE REPORT # TEA100197857	-1162.24
JOHN W GACHAGO	16-Feb-04	STAPLES 137	25.17
JOHN W GACHAGO	16-Feb-04	EXXONMOBIL CARD ACTIVATED TERMINALS	25.01

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	17-Feb-04	EQUIVA/SHELL CAT	25.28
JOHN W GACHAGO	17-Feb-04	LACAVE INC THE CANDLEWORK RESTAURANT	108.82
JOHN W GACHAGO	17-Feb-04	STAPLES 137	21.51
JOHN W GACHAGO	17-Feb-04	DAVE & BUSTERS INC DAVE & BUSTERS PROV #23	59.13
JOHN W GACHAGO	22-Feb-04	SUN REFINING & MARKETTING CARD ACTIVATED TERMINALS	25.42
JOHN W GACHAGO	23-Feb-04	EQUIVA/SHELL POS	29
JOHN W GACHAGO	23-Feb-04	EQUIVA/SHELL POS	8
JOHN W GACHAGO	24-Feb-04	AT&T COMMUNICATIONS AT&T CARD CALL/SDN O	0.47
JOHN W GACHAGO	24-Feb-04	MARX ENTERPRISES INC MARX ENTERPRISES INC	24.86
JOHN W GACHAGO	24-Feb-04	NEW YORK BAGEL CO #2	2.94
JOHN W GACHAGO	24-Feb-04	GULF OIL/LTD PARTNERSHIP GULF OIL BUILDING	12.49
JOHN W GACHAGO	24-Feb-04	MA RAFFA'S ITALIAN RESTA	44.07
JOHN W GACHAGO	25-Feb-04	U.S. POSTAL SERVICE PROVIDENCE	1.2
JOHN W GACHAGO	26-Feb-04	PARC BLVD. INC DUNKIN DONUTS	2.66
JOHN W GACHAGO	27-Feb-04	H & M STATIONS CORP MUTUAL	24

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	27-Feb-04	CAFE MANAGEMENT ASSOCIAT TOGO'S EATERY/BASKIN ROB	11.65
JOHN W GACHAGO	29-Feb-04	EXXONMOBIL CARD ACTIVATED TERMINALS	26.44
JOHN W GACHAGO	01-Mar-04	COMCAST CABLE COMMUNICATI COMCAST CABLE	45.99
JOHN W GACHAGO	01-Mar-04	U.S. POSTAL SERVICE PROVIDENCE	1.78
JOHN W GACHAGO	01-Mar-04	STAPLES #3	3.01
JOHN W GACHAGO	01-Mar-04	CINGULAR WIRELESS LLC CINGULAR QD BOSTON	208.02
JOHN W GACHAGO	01-Mar-04	CINGULAR WIRELESS LLC CINGULAR QD BOSTON	104.01
JOHN W GACHAGO	02-Mar-04	PANERA BAKERY CAFE 3860	7.93
JOHN W GACHAGO	02-Mar-04	KINKO'S 0781	3.57
JOHN W GACHAGO	02-Mar-04	EXXONMOBIL CARD ACTIVATED TERMINALS	31
JOHN W GACHAGO	02-Mar-04	KINKO'S 0386	17.26
JOHN W GACHAGO	02-Mar-04	BASKIN ROBBIN'S 331908	12.1
JOHN W GACHAGO	03-Mar-04	COMCAST CABLE COMMUNICATI COMCAST CABLE	59.18
JOHN W GACHAGO	03-Mar-04	AMARIA INC AMARI	148.47
JOHN W GACHAGO	03-Mar-04	NOT YOUR AVERAGE JOE'S	37.24

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	03-Mar-04	BROOKS PHARMACY 533	3.14
JOHN W GACHAGO	04-Mar-04	SUN REFINING & MARKETING CARD ACTIVATED TERMINALS	29.37
JOHN W GACHAGO	04-Mar-04	KINKO'S 0386	2.5
JOHN W GACHAGO	05-Mar-04	KINKO'S 0781	2.18
JOHN W GACHAGO	05-Mar-04	U.S. POSTAL SERVICE PROVIDENCE	3.25
JOHN W GACHAGO	05-Mar-04	JOE'S AMERICAN BAR/GRILL	84.57
JOHN W GACHAGO	09-Mar-04	NEW YORK BAGEL CO #2	9.21
JOHN W GACHAGO	09-Mar-04	GETTY PETROLEUM CORP GETTY 5530344500	25.03
JOHN W GACHAGO	09-Mar-04	CAPRICCIO RSTR	241.45
JOHN W GACHAGO	10-Mar-04	PANERA BAKERY CAFE 3860	39.6
JOHN W GACHAGO	10-Mar-04	U.S. POSTAL SERVICE PROVIDENCE	3.85
JOHN W GACHAGO	11-Mar-04	NOT YOUR AVERAGE JOE'S	82.8
JOHN W GACHAGO	11-Mar-04	GETTY PETROLEUM CORP GETTY 5530344500	24.5
JOHN W GACHAGO	11-Mar-04	CAFE MANAGEMENT ASSOCIAT TOGO'S EATERY/BASKIN ROB	21.29
JOHN W GACHAGO	15-Mar-04	EXXONMOBIL CARD ACTIVATED TERMINALS	25.9

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	16-Mar-04	PROCEEDS OF EXPENSE VOUCHER 03/16 EXPENSE REPORT # TEA100221029	-628.12
JOHN W GACHAGO	16-Mar-04	CAFE MANAGEMENT ASSOCIAT TOGO'S EATERY/BASKIN ROB	157.24
JOHN W GACHAGO	19-Mar-04	SUN REFINING & MARKETTING CARD ACTIVATED TERMINALS	30
JOHN W GACHAGO	20-Mar-04	THE UPS STORE #349	88.49
JOHN W GACHAGO	20-Mar-04	KASTRATI INC ALBA BAR & GRILL	72.48
JOHN W GACHAGO	22-Mar-04	EQUIVA/SHELL CAT	12.36
JOHN W GACHAGO	24-Mar-04	SUN REFINING & MARKETTING CARD ACTIVATED TERMINALS	27.76
JOHN W GACHAGO	24-Mar-04	AT&T COMMUNICATIONS AT&T CARD CALL/SDN O	2.11
JOHN W GACHAGO	25-Mar-04	EQUIVA/SHELL CAT	28.85
JOHN W GACHAGO	25-Mar-04	T K O'MALLY'S	31.11
JOHN W GACHAGO	26-Mar-04	GULF OIL/LTD PARTNERSHIP GULF OIL BUILDING	11.78
JOHN W GACHAGO	28-Mar-04	AMAAXA AUTOMOTIVE SRV INC MUTUAL HIGHLAND AUTO RP	25.1
JOHN W GACHAGO	29-Mar-04	KINKO'S INC KINKO'S STORE #3593	2.73
JOHN W GACHAGO	29-Mar-04	STAPLES #3	33.12
JOHN W GACHAGO	30-Mar-04	ZYGOMATES INC LES ZYGOMATES	155

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	30-Mar-04	BARNES & NOBLE INC BARNES & NOBLE 1989	3.26
JOHN W GACHAGO	31-Mar-04	BLACKFIN CHOPHOUSE ASSOC	138.85
JOHN W GACHAGO	31-Mar-04	GETTY PETROLEUM CORP GETTY 5530344500	27
JOHN W GACHAGO	01-Apr-04	COMCAST CABLE COMMUNICATI COMCAST CABLE	45.95
JOHN W GACHAGO	01-Apr-04	THE UPS STORE #349	6.15
JOHN W GACHAGO	02-Apr-04	KASTRATI INC ALBA BAR & GRILL	160.96
JOHN W GACHAGO	02-Apr-04	EXXONMOBIL CARD ACTIVATED TERMINALS	10
JOHN W GACHAGO	03-Apr-04	CINGULAR WIRELESS LLC CINGULAR B004 7003	104
JOHN W GACHAGO	05-Apr-04	KINKO'S 0386	3.36
JOHN W GACHAGO	05-Apr-04	EXXONMOBIL CARD ACTIVATED TERMINALS	27
JOHN W GACHAGO	07-Apr-04	EXXONMOBIL CARD ACTIVATED TERMINALS	10.03
JOHN W GACHAGO	08-Apr-04	SUN REFINING & MARKETING CONTROL SECTION/ELCT SALE	8
JOHN W GACHAGO	08-Apr-04	EXXONMOBIL CARD ACTIVATED TERMINALS	11.11
JOHN W GACHAGO	09-Apr-04	EXXONMOBIL CARD ACTIVATED TERMINALS	26.93
JOHN W GACHAGO	12-Apr-04	BASKIN ROBBIN'S 331908	13.84

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	13-Apr-04	EXXONMOBIL CARD ACTIVATED TERMINALS	27.98
JOHN W GACHAGO	23-Apr-04	PROCEEDS OF EXPENSE VOUCHER 04/23 EXPENSE REPORT # TEA100238408	-1858.24
JOHN W GACHAGO	24-Apr-04	AT&T COMMUNICATIONS AT&T CARD CALL/SDN O	2.11
JOHN W GACHAGO	25-Apr-04	EXXONMOBIL CARD ACTIVATED TERMINALS	27.07
JOHN W GACHAGO	26-Apr-04	CAFE MANAGEMENT ASSOCIAT TOGO'S EATERY/BASKIN ROB	18
JOHN W GACHAGO	27-Apr-04	NOT YOUR AVERAGE JOE'S	75
JOHN W GACHAGO	28-Apr-04	GULF OIL/LTD PARTNERSHIP GULF OIL BUILDING	26.48
JOHN W GACHAGO	28-Apr-04	CINGULAR WIRELESS LLC CINGULAR QD BOSTON	299.27
JOHN W GACHAGO	28-Apr-04	MAXI DRUG INC BROOKS DRUG 860	25.73
JOHN W GACHAGO	30-Apr-04	EXXONMOBIL CARD ACTIVATED TERMINALS	23.47
JOHN W GACHAGO	01-May-04	COMCAST CABLE COMMUNICATI COMCAST CABLE	45.99
JOHN W GACHAGO	03-May-04	EXXONMOBIL CARD ACTIVATED TERMINALS	10.01
JOHN W GACHAGO	17-May-04	PROCEEDS OF EXPENSE VOUCHER 05/17 EXPENSE REPORT # TEA100254991	-635.17
JOHN W GACHAGO	29-Jun-04	DELINQUENCY CHARGE ON 1,083.50	32.4
JOHN W GACHAGO	30-Jul-04	DELINQUENCY CHARGE ON 1,115.90	33.37

J GACHAGO NOVEMBER 2003-SEPTEMBER 2004 AMEX CHARGES

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CARDHOLDER_NAME	TRANSDATE	MERCHANT_NAME	BILL_AMT
JOHN W GACHAGO	29-Aug-04	DELINQUENCY CHARGE ON 1,149.27	34.36
JOHN W GACHAGO	29-Sep-04	DELINQUENCY CHARGE ON 1,183.63	35.39

GACHAGO, JOHN W**T&E Reports***Submitted as of 5/11/2005***GACHAGO, JOHN W****TEA000424862** **Trip Start Date:** 5/9/2002 **Report Total:** \$662.79**Purpose:****Report Name:** June 1st to June 30 th

<u>EXP DESCRIPTION</u>	<u>EXPDATE</u>	<u>G/L ACCT</u>	<u>AMOUNT</u>	<u>EXP TYPE</u>	<u>RECREQ</u>	<u>RECSUF</u>	<u>PAYCODE</u>	<u>PREFILL</u>	<u>VENDOR</u>
DME Meals	6/10/2002	7900004	\$16.28	Reimbursable	N		CASH		Shaws
DME Meals	6/13/2002	7900004	\$6.27	Reimbursable	N		CASH		CVS
DME Meals	6/23/2002	7900004	\$40.51	Reimbursable	N		CASH		Waterworks Marina Bay
DME Meals	6/24/2002	7900004	\$50.00	Reimbursable	N		CASH		Trattoria San Pietro
DME Meals	6/26/2002	7900004	\$5.61	Reimbursable	N		CASH		NEW York Bagel
DME Meals	6/26/2002	7900004	\$50.00	Reimbursable	N		CASH		Trattoria San Pietro
DME Meals	6/27/2002	7900004	\$80.65	Reimbursable	Y	Y	CASH		D'ANGELOS
DME Meals	6/28/2002	7900004	\$50.00	Reimbursable	N		CASH		Trattoria San Pietro
Gasoline (Comp Car)	5/9/2002	3100004	\$20.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	5/27/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/5/2002	3100004	\$8.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/6/2002	3100004	\$5.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/9/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/11/2002	3100004	\$4.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/12/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/13/2002	3100004	\$21.24	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/13/2002	3100004	\$17.62	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/17/2002	3100004	\$19.39	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/19/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/19/2002	3100004	\$10.00	Reimbursable	N		CASH		

<u>EXP DESCRIPTION</u>	<u>EXPDATE</u>	<u>G/L ACCT</u>	<u>AMOUNT</u>	<u>EXP TYPE</u>	<u>RECREQ</u>	<u>RECSUE</u>	<u>PAYCODE</u>	<u>PREFILL</u>	<u>VENDOR</u>
Gasoline (Comp Car)	6/20/2002	3100004	\$15.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/21/2002	3100004	\$20.71	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/25/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/26/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/27/2002	3100004	\$10.01	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/28/2002	3100004	\$5.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	6/28/2002	3100004	\$17.89	Reimbursable	N		CASH		
Postage	6/18/2002	5000001	\$4.36	Reimbursable	N		CASH		
Postage	6/21/2002	5000001	\$7.92	Reimbursable	N		CASH		
Postage	6/24/2002	5000001	\$0.42	Reimbursable	N		CASH		
Postage	6/28/2002	5000001	\$4.17	Reimbursable	N		CASH		
Postage	6/29/2002	5000001	\$3.60	Reimbursable	N		CASH		
Stationery	6/13/2002	5600001	\$3.09	Reimbursable	N		CASH		
Stationery	6/17/2002	5600001	\$0.28	Reimbursable	N		CASH		
Stationery	6/18/2002	5600001	\$23.93	Reimbursable	N		CASH		
Stationery	6/19/2002	5600001	\$2.52	Reimbursable	N		CASH		
Stationery	6/21/2002	5600001	\$1.34	Reimbursable	N		CASH		
Stationery	6/27/2002	5600001	\$7.98	Reimbursable	N		CASH		
Telephone/Fax	6/28/2002	4900002	\$70.00	Reimbursable	N		CASH		
Report Total:							\$108.61		
TEA000436417	Trip Start Date:		7/2/2002						
Purpose:									
Report Name: July 1st to July 31st									
<u>EXP DESCRIPTION</u>	<u>EXPDATE</u>	<u>G/L ACCT</u>	<u>AMOUNT</u>	<u>EXP TYPE</u>	<u>RECREQ</u>	<u>RECSUE</u>	<u>PAYCODE</u>	<u>PREFILL</u>	<u>VENDOR</u>
Breakfast (Individual)	7/24/2002	3200002	\$3.92	Reimbursable	N		CASH		Friendlys
Gasoline (Comp Car)	7/2/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	7/5/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	7/7/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	7/8/2002	3100004	\$5.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	7/9/2002	3100004	\$10.02	Reimbursable	N		CASH		
Gasoline (Comp Car)	7/10/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	7/12/2002	3100004	\$17.04	Reimbursable	N		CASH		
Gasoline (Comp Car)	7/15/2002	3100004	\$10.00	Reimbursable	N		CASH		
Gasoline (Comp Car)	7/18/2002	3100004	\$10.00	Reimbursable	N		CASH		
Postage	7/2/2002	5000001	\$3.85	Reimbursable	N		CASH		

Postage	7/12/2002	5000001	\$3.85	Reimbursable	N	CASH
Stationery	7/8/2002	5600001	\$4.93	Reimbursable	N	CASH

TEA000454061 Trip Start Date: 7/22/2002 Report Total: \$572.89

Purpose:

Report Name: July22nd to August 31st

<u>EXP DESCRIPTION</u>	<u>EXPDATE</u>	<u>G/L ACCT</u>	<u>AMOUNT</u>	<u>EXP TYPE</u>	<u>RECREQ</u>	<u>RECSUF</u>	<u>PAYCODE</u>	<u>PREFILL</u>	<u>VENDOR</u>
Breakfast (Individual)	7/24/2002	3200002	\$2.92	Reimbursable	N	N	CARD	X	FRIENDLY RESTAURANT 852
DME Meals	7/22/2002	7900004	\$15.06	Reimbursable	N	N	CARD	X	NEW YORK BAGEL CO #2
DME Meals	7/23/2002	7900004	\$56.00	Reimbursable	N	N	CARD	X	T K O'MALLY'S
DME Meals	7/26/2002	7900004	\$21.36	Reimbursable	N	N	CARD	X	NEW YORK BAGEL CO #2
DME Meals	8/24/2002	7900004	\$23.43	Reimbursable	N	N	CARD	X	CHRISTIES OF NEWPORT CHRISTIES
DME Meals	8/27/2002	7900004	\$16.18	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOG
Employee Only Meals &	7/30/2002	3200001	\$4.24	Reimbursable	N	N	CARD	X	NEW YORK BAGEL CO #2
Employee Only Meals &	8/27/2002	3200001	\$10.56	Reimbursable	N	N	CARD	X	FRIENDLY RESTAURANT 689
Gasoline (Comp Car)	7/22/2002	3100004	\$22.15	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	7/23/2002	3100004	\$23.67	Reimbursable	N	N	CARD	X	OIL/SHELL - CAT
Gasoline (Comp Car)	7/25/2002	3100004	\$10.00	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	7/26/2002	3100004	\$17.53	Reimbursable	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF OI
Gasoline (Comp Car)	7/30/2002	3100004	\$22.35	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	8/1/2002	3100004	\$22.56	Reimbursable	N	N	CARD	X	SUN REFINING & MARKETTING CARD
Gasoline (Comp Car)	8/5/2002	3100004	\$18.14	Reimbursable	N	N	CARD	X	STOP & SHOP GAS 070
Gasoline (Comp Car)	8/6/2002	3100004	\$21.00	Reimbursable	N	N	CARD	X	OIL COMPANY - CITGO CARD ACTIVA
Gasoline (Comp Car)	8/20/2002	3100004	\$19.13	Reimbursable	N	N	CARD	X	SUN REFINING & MARKETTING CARD
Gasoline (Comp Car)	8/23/2002	3100004	\$15.11	Reimbursable	N	N	CARD	X	GETTY PETROLEUM MARKETING GET
Gasoline (Comp Car)	8/25/2002	3100004	\$21.38	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	8/27/2002	3100004	\$18.56	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	8/29/2002	3100004	\$20.05	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	8/30/2002	3100004	\$17.50	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Postage	8/1/2002	5000001	\$6.91	Reimbursable	N	N	CARD	X	EXXONMOBIL ELCTR TRANSM
Postage	8/28/2002	5000001	\$4.65	Reimbursable	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Stationery	7/27/2002	5600001	\$7.30	Reimbursable	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Stationery	8/6/2002	5600001	\$14.31	Reimbursable	N	N	CARD	X	STAPLES 137
Stationery	8/22/2002	5600001	\$41.95	Reimbursable	N	N	CARD	X	KINKO'S 0386
Stationery	8/26/2002	5600001	\$8.89	Reimbursable	N	N	CARD	X	COMPUTE ESCAPE INC
									STAPLES INC STAPLES 236

Telephone/Fax

7/30/2002

4900002

\$70.00

Reimbursable

N

N

CARD

X

CINGULAR WIRELESS CINGULAR WIR

TEA000466640

Trip Start Date:

9/3/2002

Report Total:

\$882.38

Purpose:

Report Name: September 1st to September 30th 2002

EXP DESCRIPTION	EXPDATE	G/L ACCT	AMOUNT	EXP TYPE	RECREQ	RECSUF	PAYCODE	PREFILL	VENDOR
Car Wash (Comp Car)	9/22/2002	3100004	\$10.99	Reimbursable	N	N	CARD	X	SUNSHINE CAR WASH INC
DME Meals	9/5/2002	7900004	\$4.64	Reimbursable	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF OIL
DME Meals	9/5/2002	7900004	\$86.63	Reimbursable	N	N	CARD	X	RICCARDIS RESTAURANT
DME Meals	9/9/2002	7900004	\$65.70	Reimbursable	N	N	CARD	X	MING DYNASTY
DME Meals	9/10/2002	7900004	\$15.48	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
DME Meals	9/10/2002	7900004	\$55.97	Reimbursable	N	N	CARD	X	THE GROUND ROUND 86773
DME Meals	9/10/2002	7900004	\$1.05	Reimbursable	N	N	CARD	X	OIL COMPANY - CITGO ELECTRONIC
DME Meals	9/10/2002	7900004	\$6.36	Reimbursable	N	N	CARD	X	OIL COMPANY - CITGO ELECTRONIC
DME Meals	9/10/2002	7900004	\$10.38	Reimbursable	N	N	CARD	X	NEW YORK BAGEL CO #2
DME Meals	9/11/2002	7900004	\$15.48	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
DME Meals	9/12/2002	7900004	\$38.85	Reimbursable	N	N	CARD	X	RU-BEN RESTAURANT INC BOCA
DME Meals	9/13/2002	7900004	\$15.48	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
DME Meals	9/19/2002	7900004	\$43.41	Reimbursable	N	N	CARD	X	D'ANGELO'S 5050
DME Meals	9/19/2002	7900004	\$8.49	Reimbursable	N	N	CASH		Cumberland Farms
DME Meals	9/23/2002	7900004	\$14.92	Reimbursable	N	N	CARD	X	NEW YORK BAGEL CO #2
DME Meals	9/30/2002	7900004	\$15.48	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
Gasoline (Comp Car)	9/3/2002	3100004	\$20.12	Reimbursable	N	N	CARD	X	SUN REFINING & MARKETTING CARD
Gasoline (Comp Car)	9/5/2002	3100004	\$18.15	Reimbursable	N	N	CARD	X	GETTY PETROLEUM CORP GETTY 553
Gasoline (Comp Car)	9/6/2002	3100004	\$19.00	Reimbursable	N	N	CARD	X	TNT AUTOMOTIVE INC
Gasoline (Comp Car)	9/10/2002	3100004	\$19.00	Reimbursable	N	N	CARD	X	GETTY PETROLEUM CORP GETTY 553
Gasoline (Comp Car)	9/11/2002	3100004	\$20.24	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	9/13/2002	3100004	\$10.00	Reimbursable	N	N	CASH		
Gasoline (Comp Car)	9/15/2002	3100004	\$10.03	Reimbursable	N	N	CASH		
Gasoline (Comp Car)	9/17/2002	3100004	\$10.00	Reimbursable	N	N	CASH		
Gasoline (Comp Car)	9/18/2002	3100004	\$20.01	Reimbursable	N	N	CASH		
Gasoline (Comp Car)	9/19/2002	3100004	\$10.00	Reimbursable	N	N	CASH		
Gasoline (Comp Car)	9/20/2002	3100004	\$10.00	Reimbursable	N	N	CASH		
Gasoline (Comp Car)	9/22/2002	3100004	\$20.13	Reimbursable	N	N	CARD	X	SUN REFINING & MARKETTING CARD
Gasoline (Comp Car)	9/24/2002	3100004	\$16.10	Reimbursable	N	N	CARD	X	ISLAND SERVICE STATION

Gasoline (Comp Car)	9/25/2002	3100004	\$20.80	Reimbursable	N	N	CARD	X	GETTY PETROLEUM CORP GETTY 553(
Gasoline (Comp Car)	9/27/2002	3100004	\$18.17	Reimbursable	N	N	CARD	X	GETTY PETROLEUM CORP GETTY 553(
Gasoline (Comp Car)	9/30/2002	3100004	\$23.37	Reimbursable	N	N	CARD	X	EQUIVA/SHELL CAT
Lunch (Individual)	9/27/2002	3200002	\$13.44	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOG
Postage	9/6/2002	5000001	\$17.81	Reimbursable	N	N	CARD	X	MAIL BOXES ECT 0349
Postage	9/16/2002	5000001	\$9.49	Reimbursable	N		CASH		
Stationery	9/13/2002	5600001	\$3.78	Reimbursable	N		CASH		
Stationery	9/17/2002	5600001	\$3.84	Reimbursable	N		CASH		
Stationery	9/19/2002	5600001	\$3.02	Reimbursable	N		CASH		
Stationery	9/20/2002	5600001	\$6.72	Reimbursable	N		CASH		
Stationery	9/21/2002	5600001	\$5.85	Reimbursable	N	N	CARD	X	KINKO'S 0781
Stationery	9/22/2002	5600001	\$9.62	Reimbursable	N	N	CARD	X	KINKO'S 0781
Stationery	9/23/2002	5600001	\$25.70	Reimbursable	N	N	CARD	X	STAPLES 154
Stationery	9/24/2002	5600001	\$13.68	Reimbursable	N	N	CARD	X	KINKO'S 0781
Stationery	9/28/2002	5600001	\$25.00	Reimbursable	N	N	CARD	X	BARNES & NOBLE INC BARNES & NOB
Telephone/Fax	9/10/2002	4900002	\$70.00	Reimbursable	N	N	CARD	X	CINGULAR WIRELESS CINGULAR WIR

TEA000488428 Trip Start Date: 6/1/2002 Report Total: \$1,424.53
Purpose:
Report Name: October 1st to October 31st

EXP DESCRIPTION	EXPDATE	G/L ACCT	AMOUNT	EXP TYPE	RECREQ	RECSUF	PAYCODE	PREFILL	VENDOR
Car Wash (Comp Car)	10/16/2002	3100004	\$4.64	Reimbursable	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF O
Company Meeting	10/8/2002	3400001	\$4.27	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOG
Company Meeting	10/18/2002	3400001	\$7.26	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOG
DME Meals	10/1/2002	7900004	\$39.38	Reimbursable	N	N	CARD	X	PAULIE'S DELI & BAKERY
DME Meals	10/2/2002	7900004	\$73.99	Reimbursable	N	N	CARD	X	MA RAFFA'S ITALIAN RESTA
DME Meals	10/3/2002	7900004	\$75.23	Reimbursable	N	N	CARD	X	NOCERA'S-AMERICAS
DME Meals	10/8/2002	7900004	\$78.17	Reimbursable	N	N	CARD	X	LEAH PETRAKIS PACINI'S
DME Meals	10/15/2002	7900004	\$39.39	Reimbursable	N	N	CARD	X	OCEANNA RESTAURANT GRILL
DME Meals	10/15/2002	7900004	\$20.00	Reimbursable	N	N	CARD	X	STRAWBERRIES 476
DME Meals	10/16/2002	7900004	\$80.90	Reimbursable	N	N	CARD	X	JOE'S PIZZA LTD PRTNRSH NOT YOU
DME Meals	10/17/2002	7900004	\$22.90	Reimbursable	N	N	CARD	X	THE SYMPOSIUM LLC THE SYMPOSIU
DME Meals	10/18/2002	7900004	\$89.60	Reimbursable	N	N	CARD	X	BERTUCCI'S 108 STERLING PLAZA 108
DME Meals	10/21/2002	7900004	\$16.27	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOG
DME Meals	10/22/2002	7900004	\$64.50	Reimbursable	N	N	CARD	X	PAPA GINO'S 0099

DME Meals	10/22/2002	7900004	\$14.34	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
DME Meals	10/23/2002	7900004	\$15.81	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
DME Meals	10/25/2002	7900004	\$23.70	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
DME Meals	10/25/2002	7900004	\$6.92	Reimbursable	N	N	CARD	X	TROPICAL CAFE TROPICAL CAFE
DME Meals	10/25/2002	7900004	\$2.00	Reimbursable	N	N	CARD	X	TROPICAL CAFE TROPICAL CAFE
DME Meals	10/29/2002	7900004	\$4.68	Reimbursable	N	N	CARD	X	D'ANGELO'S 5053
DME Meals	10/29/2002	7900004	\$13.21	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
DME Meals	10/29/2002	7900004	\$69.29	Reimbursable	N	N	CARD	X	D'ANGELO'S 5053
DME Meals	10/30/2002	7900004	\$13.09	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGC
Gasoline (Comp Car)	10/2/2002	3100004	\$17.03	Reimbursable	N	N	CARD	X	SUN REFINING & MARKETING CARD
Gasoline (Comp Car)	10/6/2002	3100004	\$23.00	Reimbursable	N	N	CARD	X	OIL/TEXACO CARD ACTIVATED TERM
Gasoline (Comp Car)	10/8/2002	3100004	\$20.66	Reimbursable	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF OIL
Gasoline (Comp Car)	10/10/2002	3100004	\$21.68	Reimbursable	N	N	CARD	X	OIL/TEXACO CARD ACTIVATED TERM
Gasoline (Comp Car)	10/13/2002	3100004	\$19.61	Reimbursable	N	N	CARD	X	EQUIVA/SHELL CAT
Gasoline (Comp Car)	10/16/2002	3100004	\$18.25	Reimbursable	N	N	CARD	X	SUN REFINING & MARKETING CONTRI
Gasoline (Comp Car)	10/18/2002	3100004	\$19.09	Reimbursable	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF OIL
Gasoline (Comp Car)	10/21/2002	3100004	\$10.00	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	10/23/2002	3100004	\$21.75	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	10/25/2002	3100004	\$21.90	Reimbursable	N	N	CARD	X	SUN REFINING & MARKETING CONTRI
Gasoline (Comp Car)	10/28/2002	3100004	\$21.30	Reimbursable	N	N	CARD	X	EQUIVA/SHELL CAT
Gasoline (Comp Car)	10/30/2002	3100004	\$21.25	Reimbursable	N	N	CARD	X	H & M STATIONS CORP MUTUAL
Gasoline (Comp Car)	10/31/2002	3100004	\$10.01	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Lunch (Individual)	10/23/2002	3200002	\$19.75	Reimbursable	N	N	CARD	X	MALAI CORP MALAI THAI CUISNE
Maintenance (Comp Car)	6/1/2002	3100004	\$150.00	Reimbursable	Y	Y	CASH		
Postage	10/8/2002	5000001	\$10.01	Reimbursable	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Postage	10/10/2002	5000001	\$5.89	Reimbursable	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Postage	10/15/2002	5000001	\$3.85	Reimbursable	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Postage	10/30/2002	5000001	\$3.85	Reimbursable	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Stationery	10/1/2002	5600001	\$15.17	Reimbursable	N	N	CARD	X	KINKO'S 0781
Stationery	10/5/2002	5600001	\$8.39	Reimbursable	N	N	CARD	X	C V S #746
Stationery	10/7/2002	5600001	\$15.09	Reimbursable	N	N	CARD	X	TE SHAG INC PINECOMP
Stationery	10/17/2002	5600001	\$16.77	Reimbursable	N	N	CARD	X	BROOKS PHARMACY 562
Stationery	10/20/2002	5600001	\$20.99	Reimbursable	N	N	CARD	X	K & G MEN'S CENTER INC T & C MENS
Stationery	10/23/2002	5600001	\$6.63	Reimbursable	N	N	CARD	X	KINKO'S 0781
Stationery	10/24/2002	5600001	\$7.61	Reimbursable	N	N	CARD	X	WAL-MART STORES INC
Stationery	10/27/2002	5600001	\$11.52	Reimbursable	N	N	CARD	X	WAL-MART STORES INC
Stationery	10/30/2002	5600001	\$32.89	Reimbursable	N	N	CARD	X	OFFICE MAX INC OFFICE MAX #124
Stationery	10/31/2002	5600001	\$1.05	Reimbursable	N	N	CARD	X	STAPLES 837

Telephone/Fax 10/9/2002 4900002 \$70.00 Reimbursable N N CARD X SW BELL WIRELESS CINGULAR WIREL

TEA000506609

Trip Start Date:

11/1/2002

Report Total:

\$1,310.59

Purpose:

Report Name: November 1st to December 16th

EXP DESCRIPTION	EXPDATE	G/L ACCT	AMOUNT	EXP TYPE	RECREQ	RECSUF	PAYCODE	PREFILL	VENDOR
Breakfast (Individual)	11/22/2002	3200002	\$2.61	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGO
Business Meals & Enter	11/21/2002	3200005	\$25.90	Reimbursable	N	N	CARD	X	BRINKER RESTAURANT CORP CHILIS
Car Wash (Comp Car)	11/4/2002	3100004	\$5.00	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Car Wash (Comp Car)	11/25/2002	3100004	\$3.28	Reimbursable	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF O
Car Wash (Comp Car)	11/30/2002	3100004	\$30.00	Reimbursable	N	N	CASH		
DME Meals	11/4/2002	7900004	\$119.60	Reimbursable	N	N	CARD	X	D'VENTURES UNLMTD INC BOB THE C
DME Meals	11/7/2002	7900004	\$169.47	Reimbursable	N	N	CARD	X	D'ANGELO'S 5053
DME Meals	11/7/2002	7900004	\$3.12	Reimbursable	N	N	CASH		CVS
DME Meals	11/9/2002	7900004	\$59.19	Reimbursable	N	N	CARD	X	CHURCH ST CREOLE CAFE INC BORDE
DME Meals	11/12/2002	7900004	\$16.27	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGO
DME Meals	11/12/2002	7900004	\$38.86	Reimbursable	N	N	CARD	X	PIZZERIA UNO/KING 216
DME Meals	11/13/2002	7900004	\$23.63	Reimbursable	N	N	CARD	X	STARBUCK'S 7602
DME Meals	11/19/2002	7900004	\$2.23	Reimbursable	N	N	CARD	X	NEW YORK BAGEL CO #2
DME Meals	11/20/2002	7900004	\$40.81	Reimbursable	N	N	CARD	X	OCEANNA RESTAURANT GRILL
DME Meals	11/21/2002	7900004	\$2.51	Reimbursable	N	N	CARD	X	PARC BLVD. INC DUNKIN DONUTS
DME Meals	11/25/2002	7900004	\$13.88	Reimbursable	N	N	CARD	X	SASSAQUIN HOUSE OF PIZZA
DME Meals	11/25/2002	7900004	\$100.76	Reimbursable	N	N	CARD	X	T K O'MALLY'S
DME Meals	11/26/2002	7900004	\$14.37	Reimbursable	N	N	CARD	X	NEW YORK BAGEL CO #2
DME Meals	11/27/2002	7900004	\$18.09	Reimbursable	N	N	CARD	X	CAFE MANAGEMENT ASSOCIAT TOGO
Employee Only Meals &	11/27/2002	3200001	\$15.00	Reimbursable	N	N	CARD	X	JOE'S PIZZA LTD PRTRNSHP NOT YOU
Gasoline (Comp Car)	11/1/2002	3100004	\$22.77	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	11/6/2002	3100004	\$20.86	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	11/8/2002	3100004	\$22.76	Reimbursable	N	N	CARD	X	EXXONMOBIL CARD ACTIVATED TER
Gasoline (Comp Car)	11/13/2002	3100004	\$10.00	Reimbursable	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF O
Gasoline (Comp Car)	11/15/2002	3100004	\$21.53	Reimbursable	N	N	CARD	X	EQUIVA/SHELL CAT
Gasoline (Comp Car)	11/19/2002	3100004	\$20.75	Reimbursable	N	N	CARD	X	SERVICE STATION ATNDT INC HOLBR
Gasoline (Comp Car)	11/20/2002	3100004	\$15.91	Reimbursable	N	N	CARD	X	OIL/TEXACO ELECTRONIC SUBMISSIO
Gasoline (Comp Car)	11/21/2002	3100004	\$28.72	Reimbursable	N	N	CARD	X	EQUIVA/SHELL CAT
Gasoline (Comp Car)	11/25/2002	3100004	\$22.61	Reimbursable	N	N	CARD	X	EXXONMOBIL ELCTR TRANSM

Gasoline (Comp Car)	11/26/2002	3100004	\$20.50	Reimbursable	N	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF OIL
Gasoline (Comp Car)	12/1/2002	3100004	\$10.00	Reimbursable	N	N	N	CASH		
Gasoline (Comp Car)	12/3/2002	3100004	\$10.00	Reimbursable	N	N	N	CASH		
Gasoline (Comp Car)	12/4/2002	3100004	\$5.00	Reimbursable	N	N	N	CASH		
Gasoline (Comp Car)	12/5/2002	3100004	\$10.00	Reimbursable	N	N	N	CASH		
Gasoline (Comp Car)	12/9/2002	3100004	\$19.72	Reimbursable	N	N	N	CASH		
Gasoline (Comp Car)	12/11/2002	3100004	\$20.00	Reimbursable	N	N	N	CASH		
Gasoline (Comp Car)	12/12/2002	3100004	\$10.00	Reimbursable	N	N	N	CARD	X	A L PRIME EMERGY INC ROCKLAND P
Gasoline (Comp Car)	12/13/2002	3100004	\$20.02	Reimbursable	N	N	N	CASH		
Gasoline (Comp Car)	12/15/2002	3100004	\$15.00	Reimbursable	N	N	N	CASH		
Gasoline (Comp Car)	12/16/2002	3100004	\$15.00	Reimbursable	N	N	N	CASH		
Lunch (Individual)	11/4/2002	3200002	\$4.21	Reimbursable	N	N	N	CARD	X	CARIBOU COFFEE 123
Lunch (Individual)	11/7/2002	3200002	\$16.23	Reimbursable	N	N	N	CARD	X	TGI FRIDAYS #370
Other (Comp Car)	11/4/2002	3100004	\$6.35	Reimbursable	N	N	N	CARD	X	EXXONMOBIL ELCTR TRANSM
Other (Comp Car)	11/26/2002	3100004	\$5.01	Reimbursable	N	N	N	CARD	X	GULF OIL/LTD PARTNERSHIP GULF OIL
Postage	11/14/2002	5000001	\$22.80	Reimbursable	N	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Postage	11/14/2002	5000001	\$8.34	Reimbursable	N	N	N	CARD	X	KINKO'S 0781
Postage	11/15/2002	5000001	\$5.22	Reimbursable	N	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Postage	11/25/2002	5000001	\$1.75	Reimbursable	N	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Postage	11/27/2002	5000001	\$4.81	Reimbursable	N	N	N	CARD	X	U.S. POSTAL SERVICE PROVIDENCE
Postage	12/5/2002	5000001	\$4.42	Reimbursable	N	N	N	CASH		
Stationery	11/8/2002	5600001	\$21.84	Reimbursable	N	N	N	CARD	X	KINKO'S 0579
Stationery	11/13/2002	5600001	\$3.42	Reimbursable	N	N	N	CARD	X	KINKO'S 0781
Stationery	11/14/2002	5600001	\$4.18	Reimbursable	N	N	N	CARD	X	KINKO'S 0781
Stationery	11/14/2002	5600001	\$5.04	Reimbursable	N	N	N	CARD	X	KINKO'S 0781
Stationery	11/21/2002	5600001	\$31.36	Reimbursable	N	N	N	CARD	X	KINKO'S 0781
Stationery	12/16/2002	5600001	\$2.84	Reimbursable	N	N	N	CASH		
Stationery	12/16/2002	5600001	\$2.69	Reimbursable	N	N	N	CASH		
Telephone/Fax	11/20/2002	4900002	\$75.00	Reimbursable	N	N	N	CARD	X	SW BELL WIRELESS CINGULAR WIRE
Telephone/Fax	11/24/2002	4900002	\$0.35	Reimbursable	N	N	N	CARD	X	AT&T COMMUNICATIONS AT&T CAR
Tolls/Parking	11/6/2002	3100004	\$39.00	Reimbursable	N	N	N	CARD	X	NEW ENGLAND PARKING CO ATTN RE

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 12/18/02-01/28/03
Form ID TEA100018659
Approver COLLEEN P DAVIS

REPORT TOTALS

Report Total 1365.52
Total adjustments 0.00
Total reimbursable 1365.52
Credit card remittance 1262.75
Amount due Employee 102.77

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
12/18/02	Company Car - Gasoline	10.00	Corporate Card	USA (US Dollar)	1.00		10.00
12/18/02	Postage	13.65	Employee	USA (US Dollar)	1.00		13.65
12/18/02	Stationery	3.68	Employee	USA (US Dollar)	1.00		3.68
12/20/02	Telephone/Fax	20.02	Employee	USA (US Dollar)	1.00		20.02
12/20/02	DME Product/Non Product	21.55	Employee	USA (US Dollar)	1.00		21.55
12/20/02	DME Meals	21.55	Employee	USA (US Dollar)	1.00		21.55
12/20/02	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
12/20/02	Company Car - Gasoline	20.00	Employee	USA (US Dollar)	1.00		20.00
12/22/02	Company Car - Gasoline	10.02	Employee	USA (US Dollar)	1.00		10.02
12/28/02	Company Car - Car Wash	8.00	Corporate Card	USA (US Dollar)	1.00		8.00
12/30/02	Stationery	27.52	Corporate Card	USA (US Dollar)	1.00		27.52
12/30/02	Company Car - Gasoline	22.64	Corporate Card	USA (US Dollar)	1.00		22.64
12/31/02	Cellular Phone	75.00	Corporate Card	USA (US Dollar)	1.00		75.00
12/31/02	Cellular Phone	75.00	Corporate Card	USA (US Dollar)	1.00		75.00
01/02/03	Postage	4.30	Corporate Card	USA (US Dollar)	1.00		4.30
01/02/03	Stationery	28.07	Corporate Card	USA (US Dollar)	1.00		28.07
01/02/03	DME Product/Non Product	2.61	Corporate Card	USA (US Dollar)	1.00		2.61
01/02/03	DME Meals	2.61	Corporate Card	USA (US Dollar)	1.00		2.61
01/03/03	Postage	3.15	Corporate Card	USA (US Dollar)	1.00		3.15
01/03/03	Stationery	29.73	Corporate Card	USA (US Dollar)	1.00		29.73
01/03/03	Stationery	19.08	Corporate Card	USA (US Dollar)	1.00		19.08
01/03/03	Stationery	23.43	Corporate Card	USA (US Dollar)	1.00		23.43
01/03/03	Stationery	2.36	Corporate Card	USA (US Dollar)	1.00		2.36
01/03/03	Company Car - Gasoline	22.00	Corporate Card	USA (US Dollar)	1.00		22.00
01/03/03	Parking	5.00	Corporate Card	USA (US Dollar)	1.00		5.00
01/03/03	DME Product/Non Product	14.61	Corporate Card	USA (US Dollar)	1.00		14.61
01/03/03	DME Meals	14.61	Corporate Card	USA (US Dollar)	1.00		14.61
01/03/03	Stationery	53.77	Corporate Card	USA (US Dollar)	1.00		53.77
01/05/03	Company Car - Car Wash	29.99	Corporate Card	USA (US Dollar)	1.00		29.99
01/05/03	Company Car - Gasoline	22.89	Corporate Card	USA (US Dollar)	1.00		22.89
01/06/03	Stationery	6.69	Corporate Card	USA (US Dollar)	1.00		6.69
01/06/03	DME Product/Non Product	23.65	Corporate Card	USA (US Dollar)	1.00		23.65
01/06/03	DME Meals	23.65	Corporate Card	USA (US Dollar)	1.00		23.65
01/06/03	Stationery	15.10	Corporate Card	USA (US Dollar)	1.00		15.10
01/06/03	Company Car - Other	2.25	Corporate Card	USA (US Dollar)	1.00		2.25
01/07/03	DME Product/Non Product	78.93	Corporate Card	USA (US Dollar)	1.00		78.93
01/07/03	DME Meals	78.93	Corporate Card	USA (US Dollar)	1.00		78.93
01/07/03	DME Product/Non Product	16.22	Corporate Card	USA (US Dollar)	1.00		16.22
01/07/03	DME Meals	16.22	Corporate Card	USA (US Dollar)	1.00		16.22
01/08/03	Postage	4.59	Corporate Card	USA (US Dollar)	1.00		4.59
01/08/03	Company Car - Gasoline	15.13	Corporate Card	USA (US Dollar)	1.00		15.13
01/08/03	DME Product/Non Product	6.27	Corporate Card	USA (US Dollar)	1.00		6.27

Express - Expense Report

Employee and Expense Summary

01/08/0:	DME Meals	6.27	Corporate Card	USA (US Dollar)	1.00	6.27
01/09/0:	Stationery	20.99	Corporate Card	USA (US Dollar)	1.00	20.99
01/09/0:	Company Car - Gasoline	19.57	Corporate Card	USA (US Dollar)	1.00	19.57
01/09/0:	DME Product/Non Product	7.42	Corporate Card	USA (US Dollar)	1.00	7.42
01/09/0:	DME Meals	7.42	Corporate Card	USA (US Dollar)	1.00	7.42
01/10/0:	Postage	5.40	Corporate Card	USA (US Dollar)	1.00	5.40
01/10/0:	DME Product/Non Product	11.99	Corporate Card	USA (US Dollar)	1.00	11.99
01/10/0:	DME Meals	11.99	Corporate Card	USA (US Dollar)	1.00	11.99
01/10/0:	Employee Meals & Entertainment	27.00	Corporate Card	USA (US Dollar)	1.00	27.00
01/14/0:	Company Car - Gasoline	50.00	Corporate Card	USA (US Dollar)	1.00	50.00
01/14/0:	DME Product/Non Product	13.66	Corporate Card	USA (US Dollar)	1.00	13.66
01/14/0:	DME Meals	13.66	Corporate Card	USA (US Dollar)	1.00	13.66
01/14/0:	DME Product/Non Product	35.69	Corporate Card	USA (US Dollar)	1.00	35.69
01/14/0:	DME Meals	35.69	Corporate Card	USA (US Dollar)	1.00	35.69
01/14/0:	Company Car - Gasoline	10.00	Corporate Card	USA (US Dollar)	1.00	10.00
01/14/0:	Company Car - Gasoline	3.03	Corporate Card	USA (US Dollar)	1.00	3.03
01/15/0:	Company Car - Gasoline	5.00	Corporate Card	USA (US Dollar)	1.00	5.00
01/15/0:	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00	0.00
01/18/0:	Postage	3.85	Employee	USA (US Dollar)	1.00	3.85
01/22/0:	Company Car - Gasoline	22.48	Corporate Card	USA (US Dollar)	1.00	22.48
01/23/0:	DME Product/Non Product	86.23	Corporate Card	USA (US Dollar)	1.00	86.23
01/23/0:	DME Meals	86.23	Corporate Card	USA (US Dollar)	1.00	86.23
01/24/0:	Telephone/Fax	1.26	Corporate Card	USA (US Dollar)	1.00	1.26
01/24/0:	Company Car - Gasoline	22.69	Corporate Card	USA (US Dollar)	1.00	22.69
01/24/0:	DME Product/Non Product	113.15	Corporate Card	USA (US Dollar)	1.00	113.15
01/24/0:	DME Meals	113.15	Corporate Card	USA (US Dollar)	1.00	113.15
01/24/0:	Company Car - Gasoline	6.38	Corporate Card	USA (US Dollar)	1.00	6.38
01/25/0:	Company Car - Other	8.00	Corporate Card	USA (US Dollar)	1.00	8.00
01/26/0:	Stationery	6.29	Corporate Card	USA (US Dollar)	1.00	6.29
01/27/0:	Company Car - Gasoline	21.39	Corporate Card	USA (US Dollar)	1.00	21.39
01/27/0:	DME Product/Non Product	2.59	Corporate Card	USA (US Dollar)	1.00	2.59
01/27/0:	DME Meals	2.59	Corporate Card	USA (US Dollar)	1.00	2.59
01/27/0:	DME Product/Non Product	22.02	Corporate Card	USA (US Dollar)	1.00	22.02
01/27/0:	DME Meals	22.02	Corporate Card	USA (US Dollar)	1.00	22.02
01/27/0:	DME Product/Non Product	70.54	Corporate Card	USA (US Dollar)	1.00	70.54
01/27/0:	DME Meals	70.54	Corporate Card	USA (US Dollar)	1.00	70.54
01/28/0:	Company Car - Gasoline	22.00	Corporate Card	USA (US Dollar)	1.00	22.00

Charge to

Charge to: Default Cost Center
 Company Code: 0020
 Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
12/18/02	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
12/18/02	Postage	13.65	Reimbursable		Non-Travel Related	No
12/18/02	Stationery	3.68	Reimbursable		Non-Travel Related	No
12/20/02	Telephone/Fax	20.02	Reimbursable		General Travel	No
12/20/02	DME Product/Non Product	21.55	Reimbursable		Customer Related	No
12/20/02	DME Meals	21.55	Reimbursable		Customer Related	No
12/20/02	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
12/20/02	Company Car - Gasoline	20.00	Reimbursable		General Travel	No
12/22/02	Company Car - Gasoline	10.02	Reimbursable		General Travel	No
12/28/02	Company Car - Car Wash	8.00	Reimbursable		General Travel	No
12/30/02	Stationery	27.52	Reimbursable		Customer Related	No
12/30/02	Company Car - Gasoline	22.64	Reimbursable		General Travel	No
12/31/02	Cellular Phone	75.00	Reimbursable		General Travel	No
12/31/02	Cellular Phone	75.00	Reimbursable		General Travel	No
01/02/03	Postage	4.30	Reimbursable		Customer Related	No
01/02/03	Stationery	28.07	Reimbursable		Customer Related	No
01/02/03	DME Product/Non Product	2.61	Reimbursable		Sales Call	No
01/02/03	DME Meals	2.61	Reimbursable		Sales Call	No
01/03/03	Postage	3.15	Reimbursable		Customer Related	No
01/03/03	Stationery	29.73	Reimbursable		Customer Related	No
01/03/03	Stationery	19.08	Reimbursable		Customer Related	No
01/03/03	Stationery	23.43	Reimbursable		Customer Related	No
01/03/03	Stationery	2.36	Reimbursable		Customer Related	No
01/03/03	Company Car - Gasoline	22.00	Reimbursable		General Travel	No
01/03/03	Parking	5.00	Reimbursable		General Travel	No
01/03/03	DME Product/Non Product	14.61	Reimbursable		Customer Related	No
01/03/03	DME Meals	14.61	Reimbursable		Customer Related	No
01/03/03	Stationery	53.77	Reimbursable		Customer Related	No
01/05/03	Company Car - Car Wash	29.99	Reimbursable		General Travel	No
01/05/03	Company Car - Gasoline	22.89	Reimbursable		General Travel	No
01/06/03	Stationery	6.69	Reimbursable		Customer Related	No
01/06/03	DME Product/Non Product	23.65	Reimbursable		Customer Related	No
01/06/03	DME Meals	23.65	Reimbursable		Customer Related	No
01/06/03	Stationery	15.10	Reimbursable		Customer Related	No
01/06/03	Company Car - Other	2.25	Reimbursable		General Travel	No
01/07/03	DME Product/Non Product	78.93	Reimbursable		Customer Related	No
01/07/03	DME Meals	78.93	Reimbursable		Customer Related	No
01/07/03	DME Product/Non Product	16.22	Reimbursable		Customer Related	No
01/07/03	DME Meals	16.22	Reimbursable		Customer Related	No
01/08/03	Postage	4.59	Reimbursable		Customer Related	No
01/08/03	Company Car - Gasoline	15.13	Reimbursable		Customer Related	No
01/08/03	DME Product/Non Product	6.27	Reimbursable		Customer Related	No
01/08/03	DME Meals	6.27	Reimbursable		Customer Related	No
01/09/03	Stationery	20.99	Reimbursable		Customer Related	No
01/09/03	Company Car - Gasoline	19.57	Reimbursable		General Travel	No
01/09/03	DME Product/Non Product	7.42	Reimbursable		Customer Related	No
01/09/03	DME Meals	7.42	Reimbursable		Customer Related	No
01/10/03	Postage	5.40	Reimbursable		Customer Related	No
01/10/03	DME Product/Non Product	11.99	Reimbursable		Customer Related	No

Express - Expense Report
Expense and Miscellaneous Detail

01/10/0:	DME Meals	11.99	Reimbursable	Customer Related	No
01/10/0:	Employee Meals & Entertainment	27.00	Reimbursable	Conference/Business	No
01/14/0:	Company Car - Gasoline	50.00	Reimbursable	General Travel	No
01/14/0:	DME Product/Non Product	13.66	Reimbursable	Customer Related	No
01/14/0:	DME Meals	13.66	Reimbursable	Customer Related	No
01/14/0:	DME Product/Non Product	35.69	Reimbursable	Customer Related	No
01/14/0:	DME Meals	35.69	Reimbursable	Customer Related	No
01/14/0:	Company Car - Gasoline	10.00	Reimbursable	General Travel	No
01/14/0:	Company Car - Gasoline	3.03	Reimbursable	General Travel	No
01/15/0:	Company Car - Gasoline	5.00	Reimbursable	General Travel	No
01/15/0:	Company Car - Mileage	0.00	Reimbursable		No
01/18/0:	Postage	3.85	Reimbursable	Non-Travel Related	No
01/22/0:	Company Car - Gasoline	22.48	Reimbursable	General Travel	No
01/23/0:	DME Product/Non Product	86.23	Reimbursable	Customer Related	No
01/23/0:	DME Meals	86.23	Reimbursable	Customer Related	No
01/24/0:	Telephone/Fax	1.26	Reimbursable	Customer Related	No
01/24/0:	Company Car - Gasoline	22.69	Reimbursable	General Travel	No
01/24/0:	DME Product/Non Product	113.15	Reimbursable	Customer Related	No
01/24/0:	DME Meals	113.15	Reimbursable	Customer Related	No
01/24/0:	Company Car - Gasoline	6.38	Reimbursable	General Travel	No
01/25/0:	Company Car - Other	8.00	Reimbursable	General Travel	No
01/26/0:	Stationery	6.29	Reimbursable	Customer Related	No
01/27/0:	Company Car - Gasoline	21.39	Reimbursable	Customer Related	No
01/27/0:	DME Product/Non Product	2.59	Reimbursable	Customer Related	No
01/27/0:	DME Meals	2.59	Reimbursable	Customer Related	No
01/27/0:	DME Product/Non Product	22.02	Reimbursable	Customer Related	No
01/27/0:	DME Meals	22.02	Reimbursable	Customer Related	No
01/27/0:	DME Product/Non Product	70.54	Reimbursable	Customer Related	No
01/27/0:	DME Meals	70.54	Reimbursable	Customer Related	No
01/28/0:	Company Car - Gasoline	22.00	Reimbursable	General Travel	No

Cars used for Business Travel

Car Type: Company Car
 VIN: 2G1WF55E139166623
 Business: 5192.0
 Personal: 575.0

Comments

Name: JOHN W GACHAGO
 Subject: Review Items
 Comment: Colleen, \$50 Expense for fuel is purchase of prepaid shell card when Amex authorised purchase for travel after use of card suspended for non payment. Previously explained this to you at out Kinkos meeting. Personal Mileage has been upwards to 675.

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 01/11/03-03/06/03
Form ID TEA100010667
Approver COLLEEN P DAVIS

REPORT TOTALS

Report Total 586.68
Total adjustments 0.00
Total reimbursable 586.68
Credit card remittance 479.38
Amount due Employee 107.30

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
01/11/03	Stationery	224.95	Corporate Card	USA (US Dollar)	1.00		224.95
01/11/03	Stationery	104.95	Corporate Card	USA (US Dollar)	1.00		104.95
01/11/03	Stationery	120.00	Corporate Card	USA (US Dollar)	1.00		120.00
01/31/03	Company Car - Gasoline	21.67	Corporate Card	USA (US Dollar)	1.00		21.67
01/31/03	DME Product/Non Product	28.57	Corporate Card	USA (US Dollar)	1.00		28.57
01/31/03	DME Meals	28.57	Corporate Card	USA (US Dollar)	1.00		28.57
02/01/03	Stationery	16.14	Corporate Card	USA (US Dollar)	1.00		16.14
02/02/03	Company Car - Gasoline	22.80	Corporate Card	USA (US Dollar)	1.00		22.80
02/03/03	DME Product/Non Product	20.39	Corporate Card	USA (US Dollar)	1.00		20.39
02/03/03	DME Meals	20.39	Corporate Card	USA (US Dollar)	1.00		20.39
02/04/03	Company Car - Other	1.00	Employee	USA (US Dollar)	1.00		1.00
02/06/03	Company Car - Gasoline	23.10	Corporate Card	USA (US Dollar)	1.00		23.10
02/09/03	Company Car - Gasoline	23.55	Corporate Card	USA (US Dollar)	1.00		23.55
02/10/03	DME Product/Non Product	13.39	Corporate Card	USA (US Dollar)	1.00		13.39
02/10/03	DME Meals	13.39	Corporate Card	USA (US Dollar)	1.00		13.39
02/10/03	Postage	7.77	Corporate Card	USA (US Dollar)	1.00		7.77
02/10/03	Postage	7.77	Employee	USA (US Dollar)	1.00		7.77
02/11/03	DME Product/Non Product	39.63	Corporate Card	USA (US Dollar)	1.00		39.63
02/11/03	DME Meals	39.63	Corporate Card	USA (US Dollar)	1.00		39.63
02/11/03	Company Car - Other	2.65	Employee	USA (US Dollar)	1.00		2.65
02/13/03	DME Product/Non Product	13.44	Corporate Card	USA (US Dollar)	1.00		13.44
02/13/03	DME Meals	13.44	Corporate Card	USA (US Dollar)	1.00		13.44
02/13/03	Company Car - Gasoline	22.85	Corporate Card	USA (US Dollar)	1.00		22.85
02/17/03	Stationery	12.35	Employee	USA (US Dollar)	1.00		12.35
02/19/03	Company Car - Gasoline	15.03	Employee	USA (US Dollar)	1.00		15.03
02/20/03	Company Car - Gasoline	20.00	Employee	USA (US Dollar)	1.00		20.00
02/22/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
02/22/03	Company Car - Gasoline	5.00	Employee	USA (US Dollar)	1.00		5.00
02/22/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
02/24/03	Telephone/Fax	1.13	Corporate Card	USA (US Dollar)	1.00		1.13
02/24/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
02/27/03	DME Product/Non Product	13.50	Employee	USA (US Dollar)	1.00		13.50
02/27/03	DME Meals	13.50	Employee	USA (US Dollar)	1.00		13.50
03/06/03	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00		0.00

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
01/11/01	Stationery	224.95	Reimbursable		Support Services	No
01/11/01	Stationery	104.95	Reimbursable		Support Services	No
01/11/01	Stationery	120.00	Reimbursable		Support Services	No
01/31/01	Company Car - Gasoline	21.67	Reimbursable		General Travel	No
01/31/01	DME Product/Non Product	28.57	Reimbursable		Customer Related	No
01/31/01	DME Meals	28.57	Reimbursable		Customer Related	No
02/01/01	Stationery	16.14	Reimbursable		Customer Related	No
02/02/01	Company Car - Gasoline	22.80	Reimbursable		General Travel	No
02/03/01	DME Product/Non Product	20.39	Reimbursable		Customer Related	No
02/03/01	DME Meals	20.39	Reimbursable		Customer Related	No
02/04/01	Company Car - Other	1.00	Reimbursable		General Travel	No
02/06/01	Company Car - Gasoline	23.10	Reimbursable		General Travel	No
02/09/01	Company Car - Gasoline	23.55	Reimbursable		General Travel	No
02/10/01	DME Product/Non Product	13.39	Reimbursable		Customer Related	No
02/10/01	DME Meals	13.39	Reimbursable		Customer Related	No
02/10/01	Postage	7.77	Reimbursable		Customer Related	No
02/10/01	Postage	7.77	Reimbursable		Customer Related	No
02/11/01	DME Product/Non Product	39.63	Reimbursable		Customer Related	No
02/11/01	DME Meals	39.63	Reimbursable		Customer Related	No
02/11/01	Company Car - Other	2.65	Reimbursable		General Travel	No
02/13/01	DME Product/Non Product	13.44	Reimbursable		Customer Related	No
02/13/01	DME Meals	13.44	Reimbursable		Customer Related	No
02/13/01	Company Car - Gasoline	22.85	Reimbursable		General Travel	No
02/17/01	Stationery	12.35	Reimbursable		Customer Related	No
02/19/01	Company Car - Gasoline	15.03	Reimbursable		General Travel	No
02/20/01	Company Car - Gasoline	20.00	Reimbursable		General Travel	No
02/22/01	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
02/22/01	Company Car - Gasoline	5.00	Reimbursable		General Travel	No
02/22/01	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
02/24/01	Telephone/Fax	1.13	Reimbursable		General Travel	No
02/24/01	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
02/27/01	DME Product/Non Product	13.50	Reimbursable		Customer Related	No
02/27/01	DME Meals	13.50	Reimbursable		Customer Related	No
03/06/01	Company Car - Mileage	0.00	Reimbursable			No

Cars used for Business Travel

Car Type: Company Car
VIN: 2G1WF55E139166623
Business: 2258.0
Personal: 150.0

**Express - Expense Report
Expense and Miscellaneous Detail****Comments**

Name: JOHN W GACHAGO

Subject: Card Data \$224 Charge

Comment: Colleen following your approval the only amount BMS is paying on the charge of 224.95 is 104.95. A credit has been applied to my Amex for the difference of \$120 which I paid out of pocket. Franklin planner cost is \$129.

Name: JOHN W GACHAGO

Subject: Amex

Comment: I am still using personal funds for BMS business as my Amex card is still unpaid.

Name: COLLEEN P DAVIS

Subject: **Reject**

Comment: There are no miles entered for the car. Please update

Name: JOHN W GACHAGO

Subject: Submit

Comment: Colleen if you look at the 0.00 under car mileage and highlight it you will now see I entered miles on 3/6 .

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 03/03/03-03/31/03
Form ID TEA100025005
Approver COLLEEN P DAVIS

REPORT TOTALS

Report Total 339.27
Total adjustments 0.00
Total reimbursable 339.27
Credit card remittance 6.40
Amount due Employee 332.87

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/03/03	Company Car - Gasoline	20.00	Employee	USA (US Dollar)	1.00		20.00
03/04/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/04/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/05/03	Postage	1.26	Employee	USA (US Dollar)	1.00		1.26
03/05/03	Postage	7.64	Employee	USA (US Dollar)	1.00		7.64
03/07/03	Company Car - Gasoline	20.01	Employee	USA (US Dollar)	1.00		20.01
03/10/03	Company Car - Gasoline	15.01	Employee	USA (US Dollar)	1.00		15.01
03/12/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/13/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/14/03	DME Product/Non Product	18.59	Employee	USA (US Dollar)	1.00		18.59
03/14/03	DME Other	18.59	Employee	USA (US Dollar)	1.00		18.59
03/14/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/15/03	Company Car - Car Wash	16.00	Employee	USA (US Dollar)	1.00		16.00
03/15/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/15/03	Company Car - Gasoline	5.00	Employee	USA (US Dollar)	1.00		5.00
03/15/03	Company Car - Gasoline	24.11	Employee	USA (US Dollar)	1.00		24.11
03/16/03	Company Car - Gasoline	8.00	Employee	USA (US Dollar)	1.00		8.00
03/17/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/18/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/19/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/19/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/19/03	Company Car - Gasoline	10.08	Employee	USA (US Dollar)	1.00		10.08
03/19/03	Company Car - Gasoline	5.00	Employee	USA (US Dollar)	1.00		5.00
03/21/03	Company Car - Gasoline	11.00	Employee	USA (US Dollar)	1.00		11.00
03/24/03	Telephone/Fax	6.40	Corporate Card	USA (US Dollar)	1.00		6.40
03/24/03	Company Car - Gasoline	8.00	Employee	USA (US Dollar)	1.00		8.00
03/25/03	DME Product/Non Product	43.17	Employee	USA (US Dollar)	1.00		43.17
03/25/03	DME Meals	43.17	Employee	USA (US Dollar)	1.00		43.17
03/25/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
03/31/03	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00		0.00
03/31/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
03/03/0:	Company Car - Gasoline	20.00	Reimbursable		General Travel	No
03/04/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/04/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/05/0:	Postage	1.26	Reimbursable		Customer Related	No
03/05/0:	Postage	7.64	Reimbursable		Customer Related	No
03/07/0:	Company Car - Gasoline	20.01	Reimbursable		General Travel	No
03/10/0:	Company Car - Gasoline	15.01	Reimbursable		General Travel	No
03/12/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/13/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/14/0:	DME Product/Non Product	18.59	Reimbursable		Customer Related	No
03/14/0:	<i>DME Other</i>	<i>18.59</i>	<i>Reimbursable</i>		<i>Customer Related</i>	<i>No</i>
03/14/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/15/0:	Company Car - Car Wash	16.00	Reimbursable		General Travel	No
03/15/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/15/0:	Company Car - Gasoline	5.00	Reimbursable		General Travel	No
03/15/0:	Company Car - Gasoline	24.11	Reimbursable		General Travel	No
03/16/0:	Company Car - Gasoline	8.00	Reimbursable		General Travel	No
03/17/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/18/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/19/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/19/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/19/0:	Company Car - Gasoline	10.08	Reimbursable		General Travel	No
03/19/0:	Company Car - Gasoline	5.00	Reimbursable		General Travel	No
03/21/0:	Company Car - Gasoline	11.00	Reimbursable		General Travel	No
03/24/0:	Telephone/Fax	6.40	Reimbursable		Customer Related	No
03/24/0:	Company Car - Gasoline	8.00	Reimbursable		General Travel	No
03/25/0:	DME Product/Non Product	43.17	Reimbursable		Customer Related	No
03/25/0:	<i>DME Meals</i>	<i>43.17</i>	<i>Reimbursable</i>		<i>Customer Related</i>	<i>No</i>
03/25/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
03/31/0:	Company Car - Mileage	0.00	Reimbursable			No
03/31/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No

Cars used for Business Travel

Car Type: Company Car
VIN: 2G1WF55E139166623
Business: 1547.0
Personal: 941.0

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 03/03/03-04/29/03
Form ID TEA100042385
Approver COLLEEN P DAVIS

REPORT TOTALS

Report Total 431.46
Total adjustments 0.00
Total reimbursable 431.46
Credit card remittance 138.82
Amount due Employee 292.64

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/03/03	Stationery	8.44	Employee	USA (US Dollar)	1.00		8.44
03/31/03	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00		0.00
04/01/03	Company Car - Other	0.06	Corporate Card	US Dollar	1.00		0.06
04/01/03	Company Car - Gasoline	13.00	Employee	USA (US Dollar)	1.00		13.00
04/01/03	Stationery	0.38	Employee	USA (US Dollar)	1.00		0.38
04/03/03	Company Car - Gasoline	23.43	Employee	USA (US Dollar)	1.00		23.43
04/04/03	DME Product/Non Product	24.25	Employee	USA (US Dollar)	1.00		24.25
04/04/03	DME Meals	24.25	Employee	USA (US Dollar)	1.00		24.25
04/07/03	DME Product/Non Product	39.35	Corporate Card	US Dollar	1.00		39.35
04/07/03	DME Meals	39.35	Corporate Card	USA (US Dollar)	1.00		39.35
04/07/03	Postage	8.98	Corporate Card	US Dollar	1.00		8.98
04/07/03	Stationery	3.00	Employee	USA (US Dollar)	1.00		3.00
04/08/03	Company Car - Gasoline	10.00	Corporate Card	US Dollar	1.00		10.00
04/09/03	Stationery	31.47	Corporate Card	US Dollar	1.00		31.47
04/09/03	Company Car - Gasoline	15.00	Corporate Card	US Dollar	1.00		15.00
04/09/03	Company Car - Gasoline	15.00	Employee	USA (US Dollar)	1.00		15.00
04/11/03	DME Product/Non Product	10.99	Corporate Card	US Dollar	1.00		10.99
04/11/03	DME Meals	10.99	Corporate Card	USA (US Dollar)	1.00		10.99
04/11/03	Company Car - Gasoline	15.01	Employee	USA (US Dollar)	1.00		15.01
04/11/03	Stationery	1.50	Employee	USA (US Dollar)	1.00		1.50
04/14/03	DME Product/Non Product	47.38	Employee	USA (US Dollar)	1.00		47.38
04/14/03	DME Meals	47.38	Employee	USA (US Dollar)	1.00		47.38
04/14/03	DME Product/Non Product	7.56	Employee	USA (US Dollar)	1.00		7.56
04/14/03	DME Meals	7.56	Employee	USA (US Dollar)	1.00		7.56
04/14/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
04/18/03	Postage	4.30	Employee	USA (US Dollar)	1.00		4.30
04/21/03	Stationery	4.42	Employee	USA (US Dollar)	1.00		4.42
04/21/03	Stationery	31.99	Employee	USA (US Dollar)	1.00		31.99
04/22/03	DME Product/Non Product	6.71	Employee	USA (US Dollar)	1.00		6.71
04/22/03	DME Meals	6.71	Employee	USA (US Dollar)	1.00		6.71
04/25/03	DME Product/Non Product	54.29	Employee	USA (US Dollar)	1.00		54.29
04/25/03	DME Meals	54.29	Employee	USA (US Dollar)	1.00		54.29
04/25/03	Company Car - Gasoline	15.00	Employee	USA (US Dollar)	1.00		15.00
04/27/03	Stationery	6.98	Employee	USA (US Dollar)	1.00		6.98
04/29/03	Company Car - Gasoline	22.97	Corporate Card	US Dollar	1.00		22.97

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
03/03/0:	Stationery	8.44	Reimbursable		Customer Related	No
03/31/0:	Company Car - Mileage	0.00	Reimbursable			No
04/01/0:	Company Car - Other	0.06	Reimbursable		General Travel	No
04/01/0:	Company Car - Gasoline	13.00	Reimbursable		General Travel	No
04/01/0:	Stationery	0.38	Reimbursable		Customer Related	No
04/03/0:	Company Car - Gasoline	23.43	Reimbursable		General Travel	No
04/04/0:	DME Product/Non Product	24.25	Reimbursable		Customer Related	No
04/04/0:	DME Meals	24.25	Reimbursable		Customer Related	No
04/07/0:	DME Product/Non Product	39.35	Reimbursable		Customer Related	No
04/07/0:	DME Meals	39.35	Reimbursable		Customer Related	No
04/07/0:	Postage	8.98	Reimbursable		Customer Related	No
04/07/0:	Stationery	3.00	Reimbursable		Customer Related	No
04/08/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
04/09/0:	Stationery	31.47	Reimbursable		Customer Related	No
04/09/0:	Company Car - Gasoline	15.00	Reimbursable		General Travel	No
04/09/0:	Company Car - Gasoline	15.00	Reimbursable		General Travel	No
04/11/0:	DME Product/Non Product	10.99	Reimbursable		Customer Related	No
04/11/0:	DME Meals	10.99	Reimbursable		Customer Related	No
04/11/0:	Company Car - Gasoline	15.01	Reimbursable		General Travel	No
04/11/0:	Stationery	1.50	Reimbursable		Customer Related	No
04/14/0:	DME Product/Non Product	47.38	Reimbursable		Customer Related	No
04/14/0:	DME Meals	47.38	Reimbursable		Customer Related	No
04/14/0:	DME Product/Non Product	7.56	Reimbursable		Customer Related	No
04/14/0:	DME Meals	7.56	Reimbursable		Customer Related	No
04/14/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
04/18/0:	Postage	4.30	Reimbursable		Customer Related	No
04/21/0:	Stationery	4.42	Reimbursable		Customer Related	No
04/21/0:	Stationery	31.99	Reimbursable		Customer Related	No
04/22/0:	DME Product/Non Product	6.71	Reimbursable		Customer Related	No
04/22/0:	DME Meals	6.71	Reimbursable		Customer Related	No
04/25/0:	DME Product/Non Product	54.29	Reimbursable		Customer Related	No
04/25/0:	DME Meals	54.29	Reimbursable		Customer Related	No
04/25/0:	Company Car - Gasoline	15.00	Reimbursable		General Travel	No
04/27/0:	Stationery	6.98	Reimbursable		Customer Related	No
04/29/0:	Company Car - Gasoline	22.97	Reimbursable		General Travel	No

Cars used for Business Travel

Car Type: Company Car

VIN: 2G1WF55E139166623

Business: 2370.0

Personal: 266.0

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 04/29/03-06/03/03
Form ID TEA100063018
Approver COLLEEN P DAVIS

REPORT TOTALS

Report Total 1184.40
Total adjustments 0.00
Total reimbursable 1184.40
Credit card remittance 1183.40
Amount due Employee 1.00

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/29/03	Stationery	15.00	Corporate Card	US Dollar	1.00		15.00
05/01/03	Stationery	29.99	Corporate Card	US Dollar	1.00		29.99
05/01/03	Telephone/Fax	150.00	Corporate Card	US Dollar	1.00		150.00
05/02/03	Stationery	15.26	Corporate Card	US Dollar	1.00		15.26
05/02/03	Company Car - Gasoline	15.01	Corporate Card	US Dollar	1.00		15.01
05/04/03	Company Car - Gasoline	32.70	Corporate Card	US Dollar	1.00		32.70
05/04/03	Company Car - Gasoline	24.70	Corporate Card	USA (US Dollar)	1.00		24.70
05/04/03	Company Car - Car Wash	8.00	Corporate Card	USA (US Dollar)	1.00		8.00
05/06/03	Company Car - Gasoline	24.43	Corporate Card	US Dollar	1.00		24.43
05/06/03	DME Product/Non Product	22.43	Corporate Card	US Dollar	1.00		22.43
05/06/03	DME Meals	22.43	Corporate Card	USA (US Dollar)	1.00		22.43
05/07/03	DME Product/Non Product	39.83	Corporate Card	US Dollar	1.00		39.83
05/07/03	DME Meals	39.83	Corporate Card	USA (US Dollar)	1.00		39.83
05/07/03	Postage	4.49	Corporate Card	US Dollar	1.00		4.49
05/07/03	DME Product/Non Product	18.28	Corporate Card	US Dollar	1.00		18.28
05/07/03	DME Meals	18.28	Corporate Card	USA (US Dollar)	1.00		18.28
05/07/03	Company Car - Car Wash	6.50	Corporate Card	US Dollar	1.00		6.50
05/08/03	Company Car - Gasoline	23.00	Corporate Card	US Dollar	1.00		23.00
05/09/03	DME Product/Non Product	25.17	Corporate Card	US Dollar	1.00		25.17
05/09/03	DME Meals	25.17	Corporate Card	USA (US Dollar)	1.00		25.17
05/12/03	Postage	4.05	Corporate Card	US Dollar	1.00		4.05
05/12/03	Company Car - Gasoline	10.01	Corporate Card	US Dollar	1.00		10.01
05/13/03	Company Car - Gasoline	22.51	Corporate Card	US Dollar	1.00		22.51
05/14/03	DME Product/Non Product	33.55	Corporate Card	US Dollar	1.00		33.55
05/14/03	DME Meals	33.55	Corporate Card	USA (US Dollar)	1.00		33.55
05/15/03	DME Product/Non Product	98.57	Corporate Card	US Dollar	1.00		98.57
05/15/03	DME Meals	98.57	Corporate Card	USA (US Dollar)	1.00		98.57
05/15/03	Postage	7.35	Corporate Card	US Dollar	1.00		7.35
05/16/03	DME Product/Non Product	12.50	Corporate Card	US Dollar	1.00		12.50
05/16/03	DME Meals	12.50	Corporate Card	USA (US Dollar)	1.00		12.50
05/16/03	Company Car - Gasoline	5.00	Corporate Card	US Dollar	1.00		5.00
05/16/03	Company Car - Gasoline	12.70	Corporate Card	US Dollar	1.00		12.70
05/19/03	DME Product/Non Product	4.81	Corporate Card	US Dollar	1.00		4.81
05/19/03	DME Meals	4.81	Corporate Card	USA (US Dollar)	1.00		4.81
05/19/03	Company Car - Gasoline	15.59	Corporate Card	US Dollar	1.00		15.59
05/20/03	Company Car - Gasoline	10.00	Corporate Card	US Dollar	1.00		10.00
05/21/03	Company Car - Gasoline	23.36	Corporate Card	US Dollar	1.00		23.36
05/22/03	DME Product/Non Product	22.26	Corporate Card	US Dollar	1.00		22.26
05/22/03	DME Meals	22.26	Corporate Card	USA (US Dollar)	1.00		22.26
05/22/03	DME Product/Non Product	40.75	Corporate Card	US Dollar	1.00		40.75
05/22/03	DME Meals	40.75	Corporate Card	USA (US Dollar)	1.00		40.75
05/23/03	DME Product/Non Product	13.50	Corporate Card	US Dollar	1.00		13.50

Express - Expense Report

Employee and Expense Summary

05/23/05	DME Meals	13.50	Corporate Card	USA (US Dollar)	1.00	13.50
05/23/05	DME Product/Non Product	64.33	Corporate Card	US Dollar	1.00	64.33
05/23/05	DME Meals	64.33	Corporate Card	USA (US Dollar)	1.00	64.33
05/23/05	Company Car - Gasoline	15.00	Corporate Card	US Dollar	1.00	15.00
05/24/05	Telephone/Fax	0.88	Corporate Card	US Dollar	1.00	0.88
05/27/05	DME Product/Non Product	14.18	Corporate Card	US Dollar	1.00	14.18
05/27/05	DME Meals	14.18	Corporate Card	USA (US Dollar)	1.00	14.18
05/27/05	Stationery	7.22	Corporate Card	US Dollar	1.00	7.22
05/27/05	Stationery	10.00	Corporate Card	US Dollar	1.00	10.00
05/27/05	Stationery	1.83	Corporate Card	US Dollar	1.00	1.83
05/27/05	Stationery	5.80	Corporate Card	US Dollar	1.00	5.80
05/28/05	Stationery	20.99	Corporate Card	US Dollar	1.00	20.99
05/28/05	DME Product/Non Product	17.40	Corporate Card	US Dollar	1.00	17.40
05/28/05	DME Meals	17.40	Corporate Card	USA (US Dollar)	1.00	17.40
05/28/05	Company Car - Gasoline	23.00	Corporate Card	US Dollar	1.00	23.00
05/29/05	DME Product/Non Product	166.73	Corporate Card	US Dollar	1.00	166.73
05/29/05	DME Meals	166.73	Corporate Card	USA (US Dollar)	1.00	166.73
05/29/05	Stationery	12.16	Corporate Card	US Dollar	1.00	12.16
05/30/05	Stationery	42.28	Corporate Card	US Dollar	1.00	42.28
05/30/05	Company Car - Gasoline	23.00	Corporate Card	US Dollar	1.00	23.00
05/31/05	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00	0.00
06/03/05	Parking	1.00	Employee	USA (US Dollar)	1.00	1.00

Charge to

Charge to: Default Cost Center

Company Code: 0020

Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
04/29/0:	Stationery	15.00	Reimbursable		General Travel	No
05/01/0:	Stationery	29.99	Reimbursable		General Travel	No
05/01/0:	Telephone/Fax	150.00	Reimbursable		Customer Related	No
05/02/0:	Stationery	15.26	Reimbursable		Customer Related	No
05/02/0:	Company Car - Gasoline	15.01	Reimbursable		General Travel	No
05/04/0:	Company Car - Gasoline	32.70	Reimbursable		General Travel	No
05/04/0:	Company Car - Gasoline	24.70	Reimbursable		General Travel	No
05/04/0:	Company Car - Car Wash	8.00	Reimbursable		General Travel	No
05/06/0:	Company Car - Gasoline	24.43	Reimbursable		General Travel	No
05/06/0:	DME Product/Non Product	22.43	Reimbursable		Customer Related	No
05/06/0:	DME Meals	22.43	Reimbursable		Customer Related	No
05/07/0:	DME Product/Non Product	39.83	Reimbursable		Customer Related	No
05/07/0:	DME Meals	39.83	Reimbursable		Customer Related	No
05/07/0:	Postage	4.49	Reimbursable		Customer Related	No
05/07/0:	DME Product/Non Product	18.28	Reimbursable		Customer Related	No
05/07/0:	DME Meals	18.28	Reimbursable		Customer Related	No
05/07/0:	Company Car - Car Wash	6.50	Reimbursable		General Travel	No
05/08/0:	Company Car - Gasoline	23.00	Reimbursable		General Travel	No
05/09/0:	DME Product/Non Product	25.17	Reimbursable		Customer Related	No
05/09/0:	DME Meals	25.17	Reimbursable		Customer Related	No
05/12/0:	Postage	4.05	Reimbursable		Customer Related	No
05/12/0:	Company Car - Gasoline	10.01	Reimbursable		General Travel	No
05/13/0:	Company Car - Gasoline	22.51	Reimbursable		General Travel	No
05/14/0:	DME Product/Non Product	33.55	Reimbursable		Customer Related	No
05/14/0:	DME Meals	33.55	Reimbursable		Customer Related	No
05/15/0:	DME Product/Non Product	98.57	Reimbursable		Customer Related	No
05/15/0:	DME Meals	98.57	Reimbursable		Customer Related	No
05/15/0:	Postage	7.35	Reimbursable		General Travel	No
05/16/0:	DME Product/Non Product	12.50	Reimbursable		Customer Related	No
05/16/0:	DME Meals	12.50	Reimbursable		Customer Related	No
05/16/0:	Company Car - Gasoline	5.00	Reimbursable		General Travel	No
05/16/0:	Company Car - Gasoline	12.70	Reimbursable		General Travel	No
05/19/0:	DME Product/Non Product	4.81	Reimbursable		Customer Related	No
05/19/0:	DME Meals	4.81	Reimbursable		Customer Related	No
05/19/0:	Company Car - Gasoline	15.59	Reimbursable		General Travel	No
05/20/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
05/21/0:	Company Car - Gasoline	23.36	Reimbursable		General Travel	No
05/22/0:	DME Product/Non Product	22.26	Reimbursable		Customer Related	No
05/22/0:	DME Meals	22.26	Reimbursable		Customer Related	No
05/22/0:	DME Product/Non Product	40.75	Reimbursable		Customer Related	No
05/22/0:	DME Meals	40.75	Reimbursable		Customer Related	No
05/23/0:	DME Product/Non Product	13.50	Reimbursable		Customer Related	No
05/23/0:	DME Meals	13.50	Reimbursable		Customer Related	No
05/23/0:	DME Product/Non Product	64.33	Reimbursable		Customer Related	No
05/23/0:	DME Meals	64.33	Reimbursable		Customer Related	No
05/23/0:	Company Car - Gasoline	15.00	Reimbursable		General Travel	No
05/24/0:	Telephone/Fax	0.88	Reimbursable		General Travel	No
05/27/0:	DME Product/Non Product	14.18	Reimbursable		Customer Related	No
05/27/0:	DME Meals	14.18	Reimbursable		Customer Related	No

Express - Expense Report
Expense and Miscellaneous Detail

05/27/05	Stationery	7.22	Reimbursable	Customer Related	No
05/27/05	Stationery	10.00	Reimbursable	General Travel	No
05/27/05	Stationery	1.83	Reimbursable	General Travel	No
05/27/05	Stationery	5.80	Reimbursable	General Travel	No
05/28/05	Stationery	20.99	Reimbursable	General Travel	No
05/28/05	DME Product/Non Product	17.40	Reimbursable	Customer Related	No
05/28/05	DME Meals	17.40	Reimbursable	Customer Related	No
05/28/05	Company Car - Gasoline	23.00	Reimbursable	General Travel	No
05/29/05	DME Product/Non Product	166.73	Reimbursable	Customer Related	No
05/29/05	DME Meals	166.73	Reimbursable	Customer Related	No
05/29/05	Stationery	12.16	Reimbursable	Customer Related	No
05/30/05	Stationery	42.28	Reimbursable	General Travel	No
05/30/05	Company Car - Gasoline	23.00	Reimbursable	General Travel	No
05/31/05	Company Car - Mileage	0.00	Reimbursable		No
06/03/05	Parking	1.00	Reimbursable	General Travel	No

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 1546.0
Personal: 287.0

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 05/29/03-06/30/03
Form ID TEA100078955
Approver COLLEEN P DAVIS

REPORT TOTALS

Report Total 1260.11
Total adjustments 0.00
Total reimbursable 1260.11
Credit card remittance 1201.03
Amount due Employee 59.08

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
05/29/03	Stationery	12.16	Corporate Card	USA (US Dollar)	1.00		12.16
06/02/03	DME Product/Non Product	12.93	Corporate Card	US Dollar	1.00		12.93
06/02/03	DME Meals	12.93	Corporate Card	USA (US Dollar)	1.00		12.93
06/03/03	Company Car - Gasoline	10.00	Corporate Card	US Dollar	1.00		10.00
06/03/03	DME Product/Non Product	19.90	Corporate Card	US Dollar	1.00		19.90
06/03/03	DME Meals	19.90	Corporate Card	USA (US Dollar)	1.00		19.90
06/03/03	DME Product/Non Product	28.20	Corporate Card	US Dollar	1.00		28.20
06/03/03	DME Meals	28.20	Corporate Card	USA (US Dollar)	1.00		28.20
06/04/03	Company Car - Gasoline	22.00	Corporate Card	US Dollar	1.00		22.00
06/04/03	Stationery	48.87	Corporate Card	US Dollar	1.00		48.87
06/04/03	Stationery	23.63	Corporate Card	US Dollar	1.00		23.63
06/04/03	DME Product/Non Product	160.71	Corporate Card	US Dollar	1.00		160.71
06/04/03	DME Other	160.71	Corporate Card	USA (US Dollar)	1.00		160.71
06/05/03	Stationery	8.09	Corporate Card	US Dollar	1.00		8.09
06/06/03	Company Car - Gasoline	22.49	Corporate Card	US Dollar	1.00		22.49
06/06/03	Stationery	8.39	Corporate Card	US Dollar	1.00		8.39
06/06/03	Stationery	12.56	Corporate Card	US Dollar	1.00		12.56
06/06/03	DME Product/Non Product	50.00	Corporate Card	US Dollar	1.00		50.00
06/06/03	DME Meals	50.00	Corporate Card	USA (US Dollar)	1.00		50.00
06/06/03	DME Product/Non Product	20.15	Corporate Card	US Dollar	1.00		20.15
06/06/03	DME Meals	20.15	Corporate Card	USA (US Dollar)	1.00		20.15
06/07/03	Company Car - Other	17.82	Corporate Card	US Dollar	1.00		17.82
06/07/03	Company Car - Other	17.82	Corporate Card	US Dollar	1.00		17.82
06/07/03	Company Car - Other	17.82	Corporate Card	US Dollar	1.00		17.82
06/07/03	Company Car - Other	17.82	Corporate Card	US Dollar	1.00		17.82
06/07/03	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00		0.00
06/08/03	Postage	4.49	Corporate Card	US Dollar	1.00		4.49
06/09/03	Postage	9.14	Corporate Card	US Dollar	1.00		9.14
06/09/03	DME Product/Non Product	14.60	Corporate Card	US Dollar	1.00		14.60
06/09/03	DME Meals	14.60	Corporate Card	USA (US Dollar)	1.00		14.60
06/09/03	Cellular Phone	75.00	Corporate Card	US Dollar	1.00		75.00
06/10/03	Company Car - Gasoline	24.38	Corporate Card	US Dollar	1.00		24.38
06/12/03	DME Product/Non Product	81.75	Corporate Card	US Dollar	1.00		81.75
06/12/03	DME Meals	81.75	Corporate Card	USA (US Dollar)	1.00		81.75
06/13/03	Company Car - Gasoline	20.23	Employee	USA (US Dollar)	1.00		20.23
06/16/03	Company Car - Car Wash	7.00	Corporate Card	US Dollar	1.00		7.00
06/16/03	Company Car - Gasoline	21.69	Corporate Card	US Dollar	1.00		21.69
06/16/03	DME Product/Non Product	19.40	Corporate Card	US Dollar	1.00		19.40
06/16/03	DME Meals	19.40	Corporate Card	USA (US Dollar)	1.00		19.40
06/17/03	Stationery	8.40	Corporate Card	US Dollar	1.00		8.40
06/18/03	Company Car - Gasoline	22.71	Corporate Card	US Dollar	1.00		22.71
06/18/03	DME Product/Non Product	23.50	Corporate Card	US Dollar	1.00		23.50

Express - Expense Report

Employee and Expense Summary

06/18/0:	DME Meals	23.50	Corporate Card	USA (US Dollar)	1.00	23.50
06/19/0:	DME Product/Non Product	7.38	Corporate Card	US Dollar	1.00	7.38
06/19/0:	DME Meals	7.38	Corporate Card	USA (US Dollar)	1.00	7.38
06/20/0:	Company Car - Gasoline	14.14	Corporate Card	US Dollar	1.00	14.14
06/20/0:	Stationery	10.00	Corporate Card	US Dollar	1.00	10.00
06/20/0:	Stationery	0.35	Employee	USA (US Dollar)	1.00	0.35
06/20/0:	DME Product/Non Product	38.50	Employee	USA (US Dollar)	1.00	38.50
06/20/0:	DME Meals	38.50	Employee	USA (US Dollar)	1.00	38.50
06/21/0:	Postage	7.70	Corporate Card	US Dollar	1.00	7.70
06/21/0:	DME Product/Non Product	42.50	Corporate Card	US Dollar	1.00	42.50
06/21/0:	DME Meals	42.50	Corporate Card	USA (US Dollar)	1.00	42.50
06/23/0:	Company Car - Gasoline	10.00	Corporate Card	US Dollar	1.00	10.00
06/23/0:	Stationery	6.64	Corporate Card	US Dollar	1.00	6.64
06/24/0:	Company Car - Gasoline	21.82	Corporate Card	US Dollar	1.00	21.82
06/24/0:	DME Product/Non Product	4.60	Corporate Card	US Dollar	1.00	4.60
06/24/0:	DME Meals	4.60	Corporate Card	USA (US Dollar)	1.00	4.60
06/24/0:	DME Product/Non Product	59.29	Corporate Card	US Dollar	1.00	59.29
06/24/0:	DME Meals	59.29	Corporate Card	USA (US Dollar)	1.00	59.29
06/24/0:	Telephone/Fax	0.98	Corporate Card	US Dollar	1.00	0.98
06/25/0:	Stationery	21.51	Corporate Card	US Dollar	1.00	21.51
06/25/0:	DME Product/Non Product	17.59	Corporate Card	US Dollar	1.00	17.59
06/25/0:	DME Meals	17.59	Corporate Card	USA (US Dollar)	1.00	17.59
06/26/0:	Company Car - Gasoline	22.98	Corporate Card	US Dollar	1.00	22.98
06/26/0:	Stationery	10.40	Corporate Card	US Dollar	1.00	10.40
06/27/0:	DME Product/Non Product	73.47	Corporate Card	US Dollar	1.00	73.47
06/27/0:	DME Meals	73.47	Corporate Card	USA (US Dollar)	1.00	73.47
06/28/0:	Postage	22.20	Corporate Card	US Dollar	1.00	22.20
06/30/0:	Stationery	4.41	Corporate Card	US Dollar	1.00	4.41

Charge to

Charge to: Default Cost Center

Company Code: 0020

Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
05/29/0:	Stationery	12.16	Reimbursable		Customer Related	No
06/02/0:	DME Product/Non Product	12.93	Reimbursable		Customer Related	No
06/02/0:	DME Meals	12.93	Reimbursable		Customer Related	No
06/03/0:	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
06/03/0:	DME Product/Non Product	19.90	Reimbursable		Customer Related	No
06/03/0:	DME Meals	19.90	Reimbursable		Customer Related	No
06/03/0:	DME Product/Non Product	28.20	Reimbursable		Customer Related	No
06/03/0:	DME Meals	28.20	Reimbursable		Customer Related	No
06/04/0:	Company Car - Gasoline	22.00	Reimbursable		General Travel	No
06/04/0:	Stationery	48.87	Reimbursable		Customer Related	No
06/04/0:	Stationery	23.63	Reimbursable		Customer Related	No
06/04/0:	DME Product/Non Product	160.71	Reimbursable		Customer Related	No
06/04/0:	DME Other	160.71	Reimbursable		Customer Related	No
06/05/0:	Stationery	8.09	Reimbursable		Customer Related	No
06/06/0:	Company Car - Gasoline	22.49	Reimbursable		General Travel	No
06/06/0:	Stationery	8.39	Reimbursable		Customer Related	No
06/06/0:	Stationery	12.56	Reimbursable		Customer Related	No
06/06/0:	DME Product/Non Product	50.00	Reimbursable		Customer Related	No
06/06/0:	DME Meals	50.00	Reimbursable		Customer Related	No
06/06/0:	DME Product/Non Product	20.15	Reimbursable		Customer Related	No
06/06/0:	DME Meals	20.15	Reimbursable		Customer Related	No
06/07/0:	Company Car - Other	17.82	Reimbursable		General Travel	No
06/07/0:	Company Car - Other	17.82	Reimbursable		General Travel	No
06/07/0:	Company Car - Other	17.82	Reimbursable		General Travel	No
06/07/0:	Company Car - Other	17.82	Reimbursable		General Travel	No
06/07/0:	Company Car - Mileage	0.00	Reimbursable			No
06/08/0:	Postage	4.49	Reimbursable		Customer Related	No
06/09/0:	Postage	9.14	Reimbursable		Customer Related	No
06/09/0:	DME Product/Non Product	14.60	Reimbursable		Customer Related	No
06/09/0:	DME Meals	14.60	Reimbursable		Customer Related	No
06/09/0:	Cellular Phone	75.00	Reimbursable		General Travel	No
06/10/0:	Company Car - Gasoline	24.38	Reimbursable		General Travel	No
06/12/0:	DME Product/Non Product	81.75	Reimbursable		Customer Related	No
06/12/0:	DME Meals	81.75	Reimbursable		Customer Related	No
06/13/0:	Company Car - Gasoline	20.23	Reimbursable		General Travel	No
06/16/0:	Company Car - Car Wash	7.00	Reimbursable		General Travel	No
06/16/0:	Company Car - Gasoline	21.69	Reimbursable		General Travel	No
06/16/0:	DME Product/Non Product	19.40	Reimbursable		Customer Related	No
06/16/0:	DME Meals	19.40	Reimbursable		Customer Related	No
06/17/0:	Stationery	8.40	Reimbursable		Customer Related	No
06/18/0:	Company Car - Gasoline	22.71	Reimbursable		General Travel	No
06/18/0:	DME Product/Non Product	23.50	Reimbursable		Customer Related	No
06/18/0:	DME Meals	23.50	Reimbursable		Customer Related	No
06/19/0:	DME Product/Non Product	7.38	Reimbursable		Customer Related	No
06/19/0:	DME Meals	7.38	Reimbursable		Customer Related	No
06/20/0:	Company Car - Gasoline	14.14	Reimbursable		General Travel	No
06/20/0:	Stationery	10.00	Reimbursable		Customer Related	No
06/20/0:	Stationery	0.35	Reimbursable		Customer Related	No
06/20/0:	DME Product/Non Product	38.50	Reimbursable		Customer Related	No

Express - Expense Report
Expense and Miscellaneous Detail

06/20/0:	DME Meals	38.50	Reimbursable	Customer Related	No
06/21/0:	Postage	7.70	Reimbursable	Customer Related	No
06/21/0:	DME Product/Non Product	42.50	Reimbursable	Customer Related	No
06/21/0:	DME Meals	42.50	Reimbursable	Customer Related	No
06/23/0:	Company Car - Gasoline	10.00	Reimbursable	General Travel	No
06/23/0:	Stationery	6.64	Reimbursable	Customer Related	No
06/24/0:	Company Car - Gasoline	21.82	Reimbursable	General Travel	No
06/24/0:	DME Product/Non Product	4.60	Reimbursable	Customer Related	No
06/24/0:	DME Meals	4.60	Reimbursable	Customer Related	No
06/24/0:	DME Product/Non Product	59.29	Reimbursable	Customer Related	No
06/24/0:	DME Meals	59.29	Reimbursable	Customer Related	No
06/24/0:	Telephone/Fax	0.98	Reimbursable	Customer Related	No
06/25/0:	Stationery	21.51	Reimbursable	Customer Related	No
06/25/0:	DME Product/Non Product	17.59	Reimbursable	Customer Related	No
06/25/0:	DME Meals	17.59	Reimbursable	Customer Related	No
06/26/0:	Company Car - Gasoline	22.98	Reimbursable	General Travel	No
06/26/0:	Stationery	10.40	Reimbursable	Customer Related	No
06/27/0:	DME Product/Non Product	73.47	Reimbursable	Customer Related	No
06/27/0:	DME Meals	73.47	Reimbursable	Customer Related	No
06/28/0:	Postage	22.20	Reimbursable	Customer Related	No
06/30/0:	Stationery	4.41	Reimbursable	Customer Related	No

Cars used for Business Travel

Car Type: Company Car

VIN: 45885

Business: 2621.0

Personal: 629.0

Comments

Name: JOHN W GACHAGO

Subject: Review Items

Comment: Stationary Exp on 6/4 Exceeding Policy due to Powerpoint slides fro CAC being prepd at Kinkos.

Name: JOHN W GACHAGO

Subject: Comcast Bill for High Speed Internet Access

Comment: I have not submittted expense for high speed access yet as I expected it to show on my Amex which I provided to Axcelerant.

Express - Expense Report
Transmittal Page

TEA100094036



SUBMIT RECEIPTS TO

SUMMARY INFORMATION

InterCompany Address

Postal Address

FAX TRANSMITTAL SHEET AND
RECEIPTS LISTED BELOW TO:

(609) 419-7021

* DO NOT SEND ORIGINALS TO NASSAU
PARK *

Name JOHN W GACHAGO

Employee ID 00101855

Expense dates 07/01/03-08/01/03

Total Expenses 1602.49

Credit card remittance 1470.83

Amount due Employee 28.01

Form ID TEA100094036

Approver KEITH W SPIERS

DIRECTIONS FOR SUBMISSION

Submit the original receipts, and other appropriate documentation with this page.

Do NOT include unused (partially or wholly) airline tickets. Return ALL unused tickets to your travel agency.

REQUIRED RECEIPTS

Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	07/01/03	High Speed Internet	103.65	
2)	07/30/03	Lodging	93.85	

Express - Expense Report

Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
 Employee ID 00101855
 Expense dates 07/01/03-08/01/03
 Form ID TEA100094036
 Approver KEITH W SPIERS

REPORT TOTALS

Report Total 1602.49
 Total adjustments 103.65
 Total reimbursable 1498.84
 Credit card remittance 1470.83
 Amount due Employee 28.01

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
07/01/03	Telephone/Fax	103.65	Corporate Card	US Dollar	1.00		103.65
07/01/03	High Speed Internet	103.65	Corporate Card	USA (US Dollar)	1.00		103.65
07/01/03	Company Car - Gasoline	18.98	Corporate Card	US Dollar	1.00		18.98
07/01/03	DME Product/Non Product	59.56	Corporate Card	US Dollar	1.00		59.56
07/01/03	DME Meals	59.56	Corporate Card	USA (US Dollar)	1.00		59.56
07/02/03	Parking	8.00	Employee	USA (US Dollar)	1.00		8.00
07/03/03	Company Car - Gasoline	23.56	Corporate Card	US Dollar	1.00		23.56
07/03/03	DME Product/Non Product	17.61	Corporate Card	US Dollar	1.00		17.61
07/03/03	DME Meals	17.61	Corporate Card	USA (US Dollar)	1.00		17.61
07/07/03	Company Car - Gasoline	10.00	Corporate Card	US Dollar	1.00		10.00
07/07/03	Postage	4.49	Corporate Card	US Dollar	1.00		4.49
07/08/03	Company Car - Gasoline	26.00	Corporate Card	US Dollar	1.00		26.00
07/08/03	Stationery	4.20	Corporate Card	US Dollar	1.00		4.20
07/08/03	Stationery	2.12	Corporate Card	US Dollar	1.00		2.12
07/09/03	DME Product/Non Product	92.52	Corporate Card	US Dollar	1.00		92.52
07/09/03	DME Meals	92.52	Corporate Card	USA (US Dollar)	1.00		92.52
07/09/03	DME Product/Non Product	7.58	Corporate Card	US Dollar	1.00		7.58
07/09/03	DME Meals	7.58	Corporate Card	USA (US Dollar)	1.00		7.58
07/09/03	Postage	12.10	Corporate Card	US Dollar	1.00		12.10
07/10/03	Company Car - Gasoline	22.71	Corporate Card	US Dollar	1.00		22.71
07/10/03	Stationery	5.30	Corporate Card	US Dollar	1.00		5.30
07/13/03	Company Car - Gasoline	10.01	Employee	USA (US Dollar)	1.00		10.01
07/13/03	Stationery	0.76	Corporate Card	US Dollar	1.00		0.76
07/13/03	Stationery	32.09	Corporate Card	US Dollar	1.00		32.09
07/13/03	Stationery	35.96	Corporate Card	US Dollar	1.00		35.96
07/14/03	Company Car - Gasoline	24.99	Corporate Card	US Dollar	1.00		24.99
07/14/03	DME Product/Non Product	7.22	Corporate Card	US Dollar	1.00		7.22
07/14/03	DME Meals	7.22	Corporate Card	USA (US Dollar)	1.00		7.22
07/15/03	DME Product/Non Product	3.28	Corporate Card	US Dollar	1.00		3.28
07/15/03	DME Meals	3.28	Corporate Card	USA (US Dollar)	1.00		3.28
07/15/03	Stationery	5.17	Corporate Card	US Dollar	1.00		5.17
07/16/03	Company Car - Gasoline	20.38	Corporate Card	US Dollar	1.00		20.38
07/16/03	Postage	17.51	Corporate Card	US Dollar	1.00		17.51
07/16/03	DME Product/Non Product	73.05	Corporate Card	US Dollar	1.00		73.05
07/16/03	DME Meals	73.05	Corporate Card	USA (US Dollar)	1.00		73.05
07/16/03	Stationery	10.15	Corporate Card	US Dollar	1.00		10.15
07/16/03	Company Car - Gasoline	10.28	Corporate Card	US Dollar	1.00		10.28
07/17/03	DME Product/Non Product	105.33	Corporate Card	US Dollar	1.00		105.33
07/17/03	DME Other	105.33	Corporate Card	USA (US Dollar)	1.00		105.33
07/17/03	Stationery	10.30	Corporate Card	US Dollar	1.00		10.30
07/20/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
07/21/03	Company Car - Gasoline	22.00	Corporate Card	US Dollar	1.00		22.00

Express - Expense Report
Employee and Expense Summary

07/21/0:	DME Product/Non Product	27.91	Corporate Card	US Dollar	1.00	27.91
07/21/0:	DME Meals	27.91	Corporate Card	USA (US Dollar)	1.00	27.91
07/22/0:	DME Product/Non Product	90.48	Corporate Card	US Dollar	1.00	90.48
07/22/0:	DME Meals	90.48	Corporate Card	USA (US Dollar)	1.00	90.48
07/22/0:	DME Product/Non Product	5.94	Corporate Card	US Dollar	1.00	5.94
07/22/0:	DME Meals	5.94	Corporate Card	USA (US Dollar)	1.00	5.94
07/22/0:	Postage	8.15	Corporate Card	US Dollar	1.00	8.15
07/22/0:	Postage	4.30	Corporate Card	US Dollar	1.00	4.30
07/22/0:	Stationery	4.20	Corporate Card	US Dollar	1.00	4.20
07/23/0:	Company Car - Gasoline	24.39	Corporate Card	US Dollar	1.00	24.39
07/23/0:	DME Product/Non Product	83.80	Corporate Card	US Dollar	1.00	83.80
07/23/0:	DME Meals	83.80	Corporate Card	USA (US Dollar)	1.00	83.80
07/23/0:	Cellular Phone	150.00	Corporate Card	US Dollar	1.00	150.00
07/23/0:	Cellular Phone	75.00	Corporate Card	USA (US Dollar)	1.00	75.00
07/23/0:	Cellular Phone	75.00	Corporate Card	USA (US Dollar)	1.00	75.00
07/24/0:	DME Product/Non Product	16.55	Corporate Card	US Dollar	1.00	16.55
07/24/0:	DME Meals	16.55	Corporate Card	USA (US Dollar)	1.00	16.55
07/24/0:	Telephone/Fax	2.48	Corporate Card	US Dollar	1.00	2.48
07/25/0:	DME Product/Non Product	50.66	Corporate Card	US Dollar	1.00	50.66
07/25/0:	DME Meals	50.66	Corporate Card	USA (US Dollar)	1.00	50.66
07/25/0:	DME Product/Non Product	26.58	Corporate Card	US Dollar	1.00	26.58
07/25/0:	DME Meals	26.58	Corporate Card	USA (US Dollar)	1.00	26.58
07/26/0:	Stationery	1.66	Corporate Card	US Dollar	1.00	1.66
07/28/0:	Stationery	8.90	Corporate Card	US Dollar	1.00	8.90
07/28/0:	Company Car - Gasoline	15.99	Corporate Card	US Dollar	1.00	15.99
07/30/0:	Lodging	93.85	Corporate Card	US Dollar	1.00	93.85
07/30/0:	Room	93.85	Corporate Card	USA (US Dollar)	1.00	93.85
07/31/0:	Company Car - Gasoline	22.60	Corporate Card	US Dollar	1.00	22.60
07/31/0:	DME Product/Non Product	43.54	Corporate Card	US Dollar	1.00	43.54
07/31/0:	DME Meals	43.54	Corporate Card	USA (US Dollar)	1.00	43.54
08/01/0:	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00	0.00

Expense Sub-Totals

Lodging 93.85

Charge to

Charge to: Default Cost Center
 Company Code: 0020
 Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
07/01/02	Telephone/Fax	103.65	Non-Reimbursable		Non-Travel Related	No
07/01/02	High Speed Internet	103.65	Reimbursable		Non-Travel Related	Yes
07/01/02	Company Car - Gasoline	18.98	Reimbursable		General Travel	No
07/01/02	DME Product/Non Product	59.56	Reimbursable		Customer Related	No
07/01/02	DME Meals	59.56	Reimbursable		Customer Related	No
07/02/02	Parking	8.00	Reimbursable		General Travel	No
07/03/02	Company Car - Gasoline	23.56	Reimbursable		General Travel	No
07/03/02	DME Product/Non Product	17.61	Reimbursable		Customer Related	No
07/03/02	DME Meals	17.61	Reimbursable		Customer Related	No
07/07/02	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
07/07/02	Postage	4.49	Reimbursable		Customer Related	No
07/08/02	Company Car - Gasoline	26.00	Reimbursable		General Travel	No
07/08/02	Stationery	4.20	Reimbursable		Customer Related	No
07/08/02	Stationery	2.12	Reimbursable		Customer Related	No
07/09/02	DME Product/Non Product	92.52	Reimbursable		Customer Related	No
07/09/02	DME Meals	92.52	Reimbursable		Customer Related	No
07/09/02	DME Product/Non Product	7.58	Reimbursable		General Travel	No
07/09/02	DME Meals	7.58	Reimbursable		General Travel	No
07/09/02	Postage	12.10	Reimbursable		Customer Related	No
07/10/02	Company Car - Gasoline	22.71	Reimbursable		General Travel	No
07/10/02	Stationery	5.30	Reimbursable		Customer Related	No
07/13/02	Company Car - Gasoline	10.01	Reimbursable		General Travel	No
07/13/02	Stationery	0.76	Reimbursable		Customer Related	No
07/13/02	Stationery	32.09	Reimbursable		Non-Travel Related	No
07/13/02	Stationery	35.96	Reimbursable		Customer Related	No
07/14/02	Company Car - Gasoline	24.99	Reimbursable		General Travel	No
07/14/02	DME Product/Non Product	7.22	Reimbursable		Customer Related	No
07/14/02	DME Meals	7.22	Reimbursable		Customer Related	No
07/15/02	DME Product/Non Product	3.28	Reimbursable		General Travel	No
07/15/02	DME Meals	3.28	Reimbursable		General Travel	No
07/15/02	Stationery	5.17	Reimbursable		Customer Related	No
07/16/02	Company Car - Gasoline	20.38	Reimbursable		General Travel	No
07/16/02	Postage	17.51	Reimbursable		Non-Travel Related	No
07/16/02	DME Product/Non Product	73.05	Reimbursable		Customer Related	No
07/16/02	DME Meals	73.05	Reimbursable		Customer Related	No
07/16/02	Stationery	10.15	Reimbursable		Customer Related	No
07/16/02	Company Car - Gasoline	10.28	Reimbursable		General Travel	No
07/17/02	DME Product/Non Product	105.33	Reimbursable		Customer Related	No
07/17/02	DME Other	105.33	Reimbursable		Customer Related	No
07/17/02	Stationery	10.30	Reimbursable		Customer Related	No
07/20/02	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
07/21/02	Company Car - Gasoline	22.00	Reimbursable		General Travel	No
07/21/02	DME Product/Non Product	27.91	Reimbursable		Customer Related	No
07/21/02	DME Meals	27.91	Reimbursable		Customer Related	No
07/22/02	DME Product/Non Product	90.48	Reimbursable		General Travel	No
07/22/02	DME Meals	90.48	Reimbursable		General Travel	No
07/22/02	DME Product/Non Product	5.94	Reimbursable		General Travel	No
07/22/02	DME Meals	5.94	Reimbursable		General Travel	No
07/22/02	Postage	8.15	Reimbursable		Customer Related	No

Express - Expense Report
Expense and Miscellaneous Detail

07/22/0:	Postage	4.30	Reimbursable	Customer Related	No
07/22/0:	Stationery	4.20	Reimbursable	Customer Related	No
07/23/0:	Company Car - Gasoline	24.39	Reimbursable	General Travel	No
07/23/0:	DME Product/Non Product	83.80	Reimbursable	Customer Related	No
07/23/0:	DME Meals	83.80	Reimbursable	Customer Related	No
07/23/0:	Cellular Phone	150.00	Reimbursable	Customer Related	No
07/23/0:	Cellular Phone	75.00	Reimbursable	Customer Related	No
07/23/0:	Cellular Phone	75.00	Reimbursable	Customer Related	No
07/24/0:	DME Product/Non Product	16.55	Reimbursable	General Travel	No
07/24/0:	DME Meals	16.55	Reimbursable	General Travel	No
07/24/0:	Telephone/Fax	2.48	Reimbursable	Customer Related	No
07/25/0:	DME Product/Non Product	50.66	Reimbursable	Customer Related	No
07/25/0:	DME Meals	50.66	Reimbursable	Customer Related	No
07/25/0:	DME Product/Non Product	26.58	Reimbursable	Customer Related	No
07/25/0:	DME Meals	26.58	Reimbursable	Customer Related	No
07/26/0:	Stationery	1.66	Reimbursable	Customer Related	No
07/28/0:	Stationery	8.90	Reimbursable	General Travel	No
07/28/0:	Company Car - Gasoline	15.99	Reimbursable	General Travel	No
07/30/0:	Lodging	93.85	Reimbursable	General Travel	Yes
07/30/0:	Room	93.85	Reimbursable	General Travel	Yes
07/31/0:	Company Car - Gasoline	22.60	Reimbursable	General Travel	No
07/31/0:	DME Product/Non Product	43.54	Reimbursable	Customer Related	No
07/31/0:	DME Meals	43.54	Reimbursable	Customer Related	No
08/01/0:	Company Car - Mileage	0.00	Reimbursable		No

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 2056.0
Personal: 669.0

**Express - Expense Report
Expense and Miscellaneous Detail****Comments**

Name: JOHN W GACHAGO
Subject: Medione/Comcast
Comment: Advised by helpdesk to list as unreimbursable on card data but to reenter as High Speed Internet on Expense section as reimbursable. Problem was that it was categorized as Tel & fax in Card Data instead of High Speed Access. Bill covers this and last mo.

Name: JOHN W GACHAGO
Subject: Cingular Wireless 7/23/03
Comment: Paid for last mo and this month as there was a discrepancy in the bill that needed to be sorted out before I paid.

Name: JOHN W GACHAGO
Subject: Lodging 7/30
Comment: Expense for dinner and room service for the night before Avapro training in Philadelphia. Arrived 7/28 evening.

Name: JOHN W GACHAGO
Subject: Amazon 7/17/03
Comment: Ordered Mayo Clinic Board Review 2002-2003 for Dr James Chen at 237 State Rd N Dartmouth. Ardent supporter of Tequin brand. Wasnt to sure what category this would fall under so opted for Non Prod DME.

Name: COLLEEN P DAVIS
Subject: **Reject**
Comment: John - you have two entries on July 1, 2003 for \$103.65. One is entered under high speed internet and the other under tele/fax. pls correct. - Colleen

Name: JOHN W GACHAGO
Subject: High Speed Internet on 07/01/03 for 103.65
Comment: Colleen . Help desk advised me to process this way with one expense being reimbursable and the other unreimbursable. Hence only the high speed internet will be reimbursed. See the note I made initially on line one re Mediaone/Comcast. Thx.

Express Expense Report
Transmittal Page

TEA100107946



SUBMIT RECEIPTS TO

SUMMARY INFORMATION

InterCompany Address

Postal Address

FAX TRANSMITTAL SHEET AND
RECEIPTS LISTED BELOW TO:
(609) 419-7021

* DO NOT SEND ORIGINALS TO NASSAU
PARK *

Name JOHN W GACHAGO

Employee ID 00101855

Expense dates 08/01/03-08/31/03

Total Expenses 839.34

Credit card remittance 648.42

Amount due Employee 190.92

Form ID TEA100107946

Approver CYNTHIA I CHIU

DIRECTIONS FOR SUBMISSION

Submit the original receipts, and other appropriate documentation with this page.

Do NOT include unused (partially or wholly) airline tickets. Return ALL unused tickets to your travel agency.

REQUIRED RECEIPTS

Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	08/31/03	Cellular Phone	75.00	

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 08/01/03-08/31/03
Form ID TEA100107946
Approver CYNTHIA I CHIU

REPORT TOTALS

Report Total 839.34
Total adjustments 0.00
Total reimbursable 839.34
Credit card remittance 648.42
Amount due Employee 190.92

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
08/01/03	Stationery	7.73	Corporate Card	US Dollar	1.00		7.73
08/02/03	DME Product/Non Product	73.20	Corporate Card	US Dollar	1.00		73.20
08/02/03	DME Meals	73.20	Corporate Card	USA (US Dollar)	1.00		73.20
08/02/03	Stationery	51.43	Corporate Card	US Dollar	1.00		51.43
08/03/03	DME Product/Non Product	69.79	Corporate Card	US Dollar	1.00		69.79
08/03/03	DME Meals	69.79	Corporate Card	USA (US Dollar)	1.00		69.79
08/04/03	Stationery	41.99	Corporate Card	US Dollar	1.00		41.99
08/04/03	Company Car - Gasoline	21.35	Corporate Card	US Dollar	1.00		21.35
08/04/03	Company Car - Gasoline	15.00	Corporate Card	US Dollar	1.00		15.00
08/05/03	Postage	7.79	Corporate Card	US Dollar	1.00		7.79
08/05/03	Stationery	40.32	Corporate Card	US Dollar	1.00		40.32
08/08/03	Postage	4.49	Corporate Card	US Dollar	1.00		4.49
08/21/03	Company Car - Gasoline	25.25	Employee	USA (US Dollar)	1.00		25.25
08/22/03	DME Product/Non Product	62.10	Employee	USA (US Dollar)	1.00		62.10
08/22/03	DME Meals	62.10	Employee	USA (US Dollar)	1.00		62.10
08/26/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
08/26/03	Parking	10.00	Employee	USA (US Dollar)	1.00		10.00
08/26/03	Postage	3.57	Employee	USA (US Dollar)	1.00		3.57
08/27/03	DME Product/Non Product	45.45	Corporate Card	US Dollar	1.00		45.45
08/27/03	DME Meals	45.45	Corporate Card	USA (US Dollar)	1.00		45.45
08/27/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
08/28/03	Company Car - Gasoline	20.00	Employee	USA (US Dollar)	1.00		20.00
08/28/03	DME Product/Non Product	20.00	Employee	USA (US Dollar)	1.00		20.00
08/28/03	DME Meals	20.00	Employee	USA (US Dollar)	1.00		20.00
08/29/03	Stationery	0.20	Corporate Card	US Dollar	1.00		0.20
08/29/03	DME Product/Non Product	119.68	Corporate Card	US Dollar	1.00		119.68
08/29/03	DME Meals	119.68	Corporate Card	USA (US Dollar)	1.00		119.68
08/29/03	Company Car - Gasoline	10.00	Employee	USA (US Dollar)	1.00		10.00
08/29/03	Company Car - Gasoline	29.01	Corporate Card	US Dollar	1.00		29.01
08/29/03	High Speed Internet	45.99	Corporate Card	USA (US Dollar)	1.00		45.99
08/29/03	DME Product/Non Product	20.00	Employee	USA (US Dollar)	1.00		20.00
08/29/03	DME Meals	20.00	Employee	USA (US Dollar)	1.00		20.00
08/31/03	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00		0.00
08/31/03	Cellular Phone	75.00	Corporate Card	USA (US Dollar)	1.00		75.00

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
08/01/05	Stationery	7.73	Reimbursable		Customer Related	No
08/02/05	DME Product/Non Product	73.20	Reimbursable		Customer Related	No
08/02/05	DME Meals	73.20	Reimbursable		Customer Related	No
08/02/05	Stationery	51.43	Reimbursable		Customer Related	No
08/03/05	DME Product/Non Product	69.79	Reimbursable		Customer Related	No
08/03/05	DME Meals	69.79	Reimbursable		Customer Related	No
08/04/05	Stationery	41.99	Reimbursable		Non-Travel Related	No
08/04/05	Company Car - Gasoline	21.35	Reimbursable		General Travel	No
08/04/05	Company Car - Gasoline	15.00	Reimbursable		General Travel	No
08/05/05	Postage	7.79	Reimbursable		Non-Travel Related	No
08/05/05	Stationery	40.32	Reimbursable		Customer Related	No
08/08/05	Postage	4.49	Reimbursable		Customer Related	No
08/21/05	Company Car - Gasoline	25.25	Reimbursable		General Travel	No
08/22/05	DME Product/Non Product	62.10	Reimbursable		Customer Related	No
08/22/05	DME Meals	62.10	Reimbursable		Customer Related	No
08/26/05	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
08/26/05	Parking	10.00	Reimbursable		General Travel	No
08/26/05	Postage	3.57	Reimbursable		General Travel	No
08/27/05	DME Product/Non Product	45.45	Reimbursable		Customer Related	No
08/27/05	DME Meals	45.45	Reimbursable		Customer Related	No
08/27/05	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
08/28/05	Company Car - Gasoline	20.00	Reimbursable		General Travel	No
08/28/05	DME Product/Non Product	20.00	Reimbursable		Customer Related	No
08/28/05	DME Meals	20.00	Reimbursable		Customer Related	No
08/29/05	Stationery	0.20	Reimbursable		Customer Related	No
08/29/05	DME Product/Non Product	119.68	Reimbursable		Customer Related	No
08/29/05	DME Meals	119.68	Reimbursable		Customer Related	No
08/29/05	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
08/29/05	Company Car - Gasoline	29.01	Reimbursable		General Travel	No
08/29/05	High Speed Internet	45.99	Reimbursable		Non-Travel Related	No
08/29/05	DME Product/Non Product	20.00	Reimbursable		Customer Related	No
08/29/05	DME Meals	20.00	Reimbursable		Customer Related	No
08/31/05	Company Car - Mileage	0.00	Reimbursable			No
08/31/05	Cellular Phone	75.00	Reimbursable		Customer Related	Yes

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 880.0
Personal: 332.0

**Express - Expense Report
Expense and Miscellaneous Detail****Comments****Name:** JOHN W GACHAGO**Subject:** Card Data**Comment:** Charge for \$109.99 should not appear on Amex as it was reversed and charged to personal visa. Credit shows on 9/01.**Name:** CYNTHIA I CHIU**Subject:** **Reject****Comment:** John, your expense of \$51.43 on 8/2 should be re-categorized from "Other Business Expense" to "Stationary" since you itemized it as a holder for your binder. Please look for a separate email which will list missing receipts that will need to be faxed.

Page 1 of 9
Statement Date: 6/21/03 - 7/20/03
Account Number: 654628081

BRISTOL MYERS SQUIBB
ATTN: JOHN GACHAGO
21 LINDEN PARK DR
RANDOLPH MA 02368-4703

Previous Balance	Payments Received	Adjustments to Previous Balance	Past Due Balance	Current Charges	DUE UPON RECEIPT
1,719.27	250.00CR	570.00CR	599.27	174.00	41.075.27

ACCOUNT SUMMARY

Previous Balance	1,719.27	
Payments Received, Thank you!	250.00CR	
Adjustments to Previous Balance	570.00CR	
Past Due Balance Payable Immediately		899.27
Monthly Service Charges	51.29	
Home Charges	46.71	
Roaming Charges	58.46	
Other Charges and Credits	4.68	
Taxes, Surcharges or Assessments	12.86	
Total Current Charges		174.00
Due Upon Receipt		\$1,073.27
Late Fees Assessed after 8/20/03		

Thank you for choosing Cingular Wireless. We appreciate your business. For information call 1-800-331-0500 or 811, a free call from your wireless phone. For Deaf/hard of hearing customers: (TTY)1-866-241-8567.

Return this portion with check payable to Cingular Wireless
Please include your 8-digit account number on your check
Account Number : **654628081**

#BWNJSZT
#BOS076546280818#
AV 02 034100 27514H152 A**5DGT
BRISTOL MYERS SQUIBB
ATTN: JOHN GACHAGO
21 LINDEN PARK DR
RANDOLPH MA 02388-4703

Late Fees Assessed after 8/20/03

Total Amount Due Upon Receipt	Amount Enclosed
\$1,073.27	\$75.00

Cingular Wireless
PO Box 17587
Baltimore MD 21287-1587

90000065000000000000000065462808100000000008992700000107327001

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 09/01/03-10/01/03
Form ID TEA100128920
Approver CYNTHIA I CHIU

REPORT TOTALS

Report Total 1164.51
Total adjustments 104.99
Total reimbursable 1059.52
Credit card remittance 1059.52
Amount due Employee 0.00

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
09/01/03	Stationery	32.02	Corporate Card	US Dollar	1.00		32.02
09/01/03	Stationery	14.91	Corporate Card	US Dollar	1.00		14.91
09/02/03	Stationery	32.54	Corporate Card	US Dollar	1.00		32.54
09/02/03	DME Product/Non Product	20.06	Corporate Card	US Dollar	1.00		20.06
09/02/03	DME Meals	20.06	Corporate Card	USA (US Dollar)	1.00		20.06
09/03/03	Cellular Phone	75.00	Corporate Card	US Dollar	1.00		75.00
09/03/03	Postage	14.16	Corporate Card	US Dollar	1.00		14.16
09/03/03	Company Car - Gasoline	26.25	Corporate Card	US Dollar	1.00		26.25
09/05/03	Stationery	12.38	Corporate Card	US Dollar	1.00		12.38
09/05/03	Company Car - Gasoline	28.66	Corporate Card	US Dollar	1.00		28.66
09/05/03	DME Product/Non Product	90.92	Corporate Card	US Dollar	1.00		90.92
09/05/03	DME Meals	90.92	Corporate Card	USA (US Dollar)	1.00		90.92
09/06/03	Stationery	20.00	Corporate Card	US Dollar	1.00		20.00
09/06/03	Company Car - Car Wash	20.00	Corporate Card	USA (US Dollar)	1.00		20.00
09/06/03	Company Car - Car Wash	29.99	Corporate Card	US Dollar	1.00		29.99
09/07/03	Stationery	5.71	Corporate Card	US Dollar	1.00		5.71
09/08/03	Postage	4.49	Corporate Card	US Dollar	1.00		4.49
09/08/03	Company Car - Gasoline	26.75	Corporate Card	US Dollar	1.00		26.75
09/08/03	DME Product/Non Product	18.31	Corporate Card	US Dollar	1.00		18.31
09/08/03	DME Meals	18.31	Corporate Card	USA (US Dollar)	1.00		18.31
09/09/03	DME Product/Non Product	8.44	Corporate Card	US Dollar	1.00		8.44
09/09/03	DME Meals	8.44	Corporate Card	USA (US Dollar)	1.00		8.44
09/10/03	Company Car - Gasoline	10.00	Corporate Card	US Dollar	1.00		10.00
09/10/03	DME Product/Non Product	98.54	Corporate Card	US Dollar	1.00		98.54
09/10/03	DME Meals	98.54	Corporate Card	USA (US Dollar)	1.00		98.54
09/11/03	Telephone/Fax	-0.88	Corporate Card	US Dollar	1.00		-0.88
09/11/03	Telephone/Fax	-0.98	Corporate Card	US Dollar	1.00		-0.98
09/11/03	Stationery	14.11	Corporate Card	US Dollar	1.00		14.11
09/11/03	Company Car - Gasoline	26.01	Corporate Card	US Dollar	1.00		26.01
09/11/03	DME Product/Non Product	18.99	Corporate Card	US Dollar	1.00		18.99
09/11/03	DME Meals	18.99	Corporate Card	USA (US Dollar)	1.00		18.99
09/15/03	Postage	4.30	Corporate Card	US Dollar	1.00		4.30
09/16/03	Company Car - Gasoline	28.46	Corporate Card	US Dollar	1.00		28.46
09/16/03	DME Product/Non Product	48.74	Corporate Card	US Dollar	1.00		48.74
09/16/03	DME Meals	48.74	Corporate Card	USA (US Dollar)	1.00		48.74
09/17/03	Stationery	24.09	Corporate Card	US Dollar	1.00		24.09
09/17/03	Stationery	16.94	Corporate Card	US Dollar	1.00		16.94
09/17/03	Stationery	2.10	Corporate Card	US Dollar	1.00		2.10
09/18/03	Company Car - Gasoline	26.26	Corporate Card	US Dollar	1.00		26.26
09/19/03	Stationery	11.18	Corporate Card	US Dollar	1.00		11.18
09/19/03	DME Product/Non Product	40.00	Corporate Card	US Dollar	1.00		40.00
09/19/03	DME Meals	40.00	Corporate Card	USA (US Dollar)	1.00		40.00

Express - Expense Report
Employee and Expense Summary

09/20/05	Stationery	9.32	Corporate Card	US Dollar	1.00	9.32
09/20/05	DME Product/Non Product	18.84	Corporate Card	US Dollar	1.00	18.84
09/20/05	<i>DME Meals</i>	<i>18.84</i>	<i>Corporate Card</i>	<i>USA (US Dollar)</i>	<i>1.00</i>	<i>18.84</i>
09/20/05	DME Product/Non Product	14.65	Corporate Card	US Dollar	1.00	14.65
09/20/05	<i>DME Meals</i>	<i>14.65</i>	<i>Corporate Card</i>	<i>USA (US Dollar)</i>	<i>1.00</i>	<i>14.65</i>
09/21/05	Company Car - Gasoline	28.00	Corporate Card	US Dollar	1.00	28.00
09/22/05	DME Product/Non Product	17.11	Corporate Card	US Dollar	1.00	17.11
09/22/05	<i>DME Meals</i>	<i>17.11</i>	<i>Corporate Card</i>	<i>USA (US Dollar)</i>	<i>1.00</i>	<i>17.11</i>
09/23/05	Stationery	30.42	Corporate Card	US Dollar	1.00	30.42
09/23/05	Company Car - Gasoline	15.00	Corporate Card	US Dollar	1.00	15.00
09/23/05	DME Product/Non Product	12.29	Corporate Card	US Dollar	1.00	12.29
09/23/05	<i>DME Meals</i>	<i>12.29</i>	<i>Corporate Card</i>	<i>USA (US Dollar)</i>	<i>1.00</i>	<i>12.29</i>
09/24/05	Telephone/Fax	2.92	Corporate Card	US Dollar	1.00	2.92
09/25/05	Company Car - Gasoline	26.35	Corporate Card	US Dollar	1.00	26.35
09/26/05	Stationery	20.13	Corporate Card	US Dollar	1.00	20.13
09/27/05	Stationery	26.76	Corporate Card	US Dollar	1.00	26.76
09/27/05	Company Car - Mileage	0.00	Employee	USA (US Dollar)	1.00	0.00
09/29/05	Company Car - Gasoline	34.68	Corporate Card	US Dollar	1.00	34.68
09/29/05	DME Product/Non Product	13.64	Corporate Card	US Dollar	1.00	13.64
09/29/05	<i>DME Meals</i>	<i>13.64</i>	<i>Corporate Card</i>	<i>USA (US Dollar)</i>	<i>1.00</i>	<i>13.64</i>
10/01/05	High Speed Internet	45.95	Corporate Card	US Dollar	1.00	45.95

Charge to

Charge to: Default Cost Center

Company Code: 0020

Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
09/01/02	Stationery	32.02	Reimbursable		Customer Related	No
09/01/02	Stationery	14.91	Reimbursable		Customer Related	No
09/02/02	Stationery	32.54	Reimbursable		Customer Related	No
09/02/02	DME Product/Non Product	20.06	Reimbursable		Customer Related	No
09/02/02	DME Meals	20.06	Reimbursable		Customer Related	No
09/03/02	Cellular Phone	75.00	Non-Reimbursable		Customer Related	No
09/03/02	Postage	14.16	Reimbursable		Customer Related	No
09/03/02	Company Car - Gasoline	26.25	Reimbursable		General Travel	No
09/05/02	Stationery	12.38	Reimbursable		Customer Related	No
09/05/02	Company Car - Gasoline	28.66	Reimbursable		General Travel	No
09/05/02	DME Product/Non Product	90.92	Reimbursable		General Travel	No
09/05/02	DME Meals	90.92	Reimbursable		General Travel	No
09/06/02	Stationery	20.00	Reimbursable		Customer Related	No
09/06/02	Company Car - Car Wash	20.00	Reimbursable		General Travel	No
09/06/02	Company Car - Car Wash	29.99	Non-Reimbursable		General Travel	No
09/07/02	Stationery	5.71	Reimbursable		Customer Related	No
09/08/02	Postage	4.49	Reimbursable		Customer Related	No
09/08/02	Company Car - Gasoline	26.75	Reimbursable		General Travel	No
09/08/02	DME Product/Non Product	18.31	Reimbursable		Customer Related	No
09/08/02	DME Meals	18.31	Reimbursable		Customer Related	No
09/09/02	DME Product/Non Product	8.44	Reimbursable		Customer Related	No
09/09/02	DME Meals	8.44	Reimbursable		Customer Related	No
09/10/02	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
09/10/02	DME Product/Non Product	98.54	Reimbursable		Customer Related	No
09/10/02	DME Meals	98.54	Reimbursable		Customer Related	No
09/11/02	Telephone/Fax	-0.88	Reimbursable		General Travel	No
09/11/02	Telephone/Fax	-0.98	Reimbursable		General Travel	No
09/11/02	Stationery	14.11	Reimbursable		Customer Related	No
09/11/02	Company Car - Gasoline	26.01	Reimbursable		General Travel	No
09/11/02	DME Product/Non Product	18.99	Reimbursable		Customer Related	No
09/11/02	DME Meals	18.99	Reimbursable		Customer Related	No
09/15/02	Postage	4.30	Reimbursable		Customer Related	No
09/16/02	Company Car - Gasoline	28.46	Reimbursable		General Travel	No
09/16/02	DME Product/Non Product	48.74	Reimbursable		Customer Related	No
09/16/02	DME Meals	48.74	Reimbursable		Customer Related	No
09/17/02	Stationery	24.09	Reimbursable		Customer Related	No
09/17/02	Stationery	16.94	Reimbursable		Customer Related	No
09/17/02	Stationery	2.10	Reimbursable		Customer Related	No
09/18/02	Company Car - Gasoline	26.26	Reimbursable		General Travel	No
09/19/02	Stationery	11.18	Reimbursable		Customer Related	No
09/19/02	DME Product/Non Product	40.00	Reimbursable		Customer Related	No
09/19/02	DME Meals	40.00	Reimbursable		Customer Related	No
09/20/02	Stationery	9.32	Reimbursable		Customer Related	No
09/20/02	DME Product/Non Product	18.84	Reimbursable		Customer Related	No
09/20/02	DME Meals	18.84	Reimbursable		Customer Related	No
09/20/02	DME Product/Non Product	14.65	Reimbursable		Customer Related	No
09/20/02	DME Meals	14.65	Reimbursable		Customer Related	No
09/21/02	Company Car - Gasoline	28.00	Reimbursable		General Travel	No
09/22/02	DME Product/Non Product	17.11	Reimbursable		Customer Related	No

Express - Expense Report
Expense and Miscellaneous Detail

09/22/0:	DME Meals	17.11	Reimbursable	Customer Related	No
09/23/0:	Stationery	30.42	Reimbursable	Customer Related	No
09/23/0:	Company Car - Gasoline	15.00	Reimbursable	General Travel	No
09/23/0:	DME Product/Non Product	12.29	Reimbursable	Customer Related	No
09/23/0:	DME Meals	12.29	Reimbursable	Customer Related	No
09/24/0:	Telephone/Fax	2.92	Reimbursable	Customer Related	No
09/25/0:	Company Car - Gasoline	26.35	Reimbursable	General Travel	No
09/26/0:	Stationery	20.13	Reimbursable	Customer Related	No
09/27/0:	Stationery	26.76	Reimbursable	Customer Related	No
09/27/0:	Company Car - Mileage	0.00	Reimbursable		No
09/29/0:	Company Car - Gasoline	34.68	Reimbursable	General Travel	No
09/29/0:	DME Product/Non Product	13.64	Reimbursable	Customer Related	No
09/29/0:	DME Meals	13.64	Reimbursable	Customer Related	No
10/01/0:	High Speed Internet	45.95	Reimbursable	Non-Travel Related	No

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 2071.0
Personal: 513.0

**Express - Expense Report
Expense and Miscellaneous Detail****Comments**

Name: JOHN W GACHAGO
Subject: Card Data
Comment: 9/29 Charge includes car wash \$7.00

Name: JOHN W GACHAGO
Subject: Card Data
Comment: 9/04, I have a charge for \$25 from Barnes and Noble. I have not expensed this as I still dont recall purchasing any stationary item from B& N. Looking for receipt.

Name: CYNTHIA I CHIU
Subject: **Reject**
Comment: John--Many expenses are outside of company guidelines. Also, many receipts are either missing or illegible. Please review my email with more details.

Name: JOHN W GACHAGO
Subject: High Speed Internet
Comment: Adjusted to reflect the \$45.99 Thereby making cell phone \$75 plus \$45.99 for total communications.

Name: JOHN W GACHAGO
Subject: 9/24 AT&T Charge for \$2.92
Comment: Satement of usage of BMS AT&T card not received yet. Used card while phone was out of commission. Otherwise used accrued personal charges for my own fax line sending out BMS faxes.

Name: JOHN W GACHAGO
Subject: Car wash \$29.99
Comment: Receipt included in hard copy.

Name: JOHN W GACHAGO
Subject: Card Data
Comment: High Sped Internet receipt included in hard copy.

Name: CYNTHIA I CHIU
Subject: **Reject**
Comment: John, all requested adjustments were not made. Please contact me if you need clarification.

Name: JOHN W GACHAGO
Subject: Card Data
Comment: Changed NID non prod DME to Non Prod Specific DME

Name: JOHN W GACHAGO
Subject: Car wash \$29.99
Comment: List expense as non reimbursable than rentered \$20 as car was expense. Consequently I will be paying the \$9.99 difference out of pocket.

Name: JOHN W GACHAGO
Subject: AT&T
Comment: Sending hard copy receipt for \$2.92.

Name: JOHN W GACHAGO
Subject: Receipts Coming By Mail
Comment: Car Wash \$29.99

Name: CYNTHIA I CHIU
Subject: **Reject**

Express Expense Report
Expense and Miscellaneous Detail

Comments

Comment: John--the requested changes have still not been made. Also, you now have (2) car wash expenses on 9/6 (1 for \$20, and the other for \$29.99). The \$20 expense was not there on your previous report, and they both exceed company policy.

Name: JOHN W GACHAGO

Subject: Summary

Comment: I managed to get duplicate receipts for the missing items and have faxed them to you. A hard copy of the receipts will follow by mail. On the car was expense if you look more closely you will see the \$29.99 is listed as unreimbursable.

Name: JOHN W GACHAGO

Subject: \$20 car wash

Comment: The second \$20 charge is to replace the unreimbursable \$29.99 to fall within guidelines.

Express Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
 Employee ID 00101855
 Expense dates 01/14/03-11/17/03
 Form ID TEA100154508
 Approver CYNTHIA I CHIU

REPORT TOTALS

Report Total -131.55
 Total adjustments 0.00
 Total reimbursable -131.55
 Credit card remittance -131.55
 Amount due Employee 0.00

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
01/14/03	Stationery	-5.55	Corporate Card	US Dollar	1.00		-5.55
03/06/03	Stationery	-126.00	Corporate Card	US Dollar	1.00		-126.00
11/17/03	Company Car - Mileage	0.00	Employee	United States (US)	1.00		0.00

Charge to

Charge to: Default Cost Center
 Company Code: 0020
 Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail**EXPENSE DETAIL SUMMARY**

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
01/14/03	Stationery	-5.55	Reimbursable		Non-Travel Related	No
03/06/03	Stationery	-126.00	Reimbursable		Non-Travel Related	No
11/17/03	Company Car - Mileage	0.00	Reimbursable			No

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 1.0
Personal: 1.0

Comments

Name: JOHN W GACHAGO
Subject: Submit
Comment: This is the credit sought by Brenda Flowers. The helpdesk did not know how to apply it so I called Brenda who walked me through the process. Rule of thumb any credits on an Amex statement needs to be applied like you would a normal expense.

TEA100162094



SUBMIT RECEIPTS TO

InterCompany Address

Postal Address

FAX TRANSMITTAL SHEET AND

RECEIPTS LISTED BELOW TO:

(609) 419-7021

* DO NOT SEND ORIGINALS TO NASSAU
PARK *

SUMMARY INFORMATION

Name JOHN W GACHAGO

Employee ID 00101855

Expense dates 09/19/03-10/31/03

Total Expenses 2448.55

Credit card remittance 990.31

Amount due Employee 45.79

Form ID TEA100162094

Approver CYNTHIA I CHIU

DIRECTIONS FOR SUBMISSION

Submit the original receipts, and other appropriate documentation with this page.

Do NOT include unused (partially or wholly) airline tickets. Return ALL unused tickets to your travel agency.

REQUIRED RECEIPTS

Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	10/31/03	Cellular Phone	98.42	

Express Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 09/19/03-10/31/03
Form ID TEA100162094
Approver CYNTHIA I CHIU

REPORT TOTALS

Report Total 2448.55
Total adjustments 1412.45
Total reimbursable 1036.10
Credit card remittance 990.31
Amount due Employee 45.79

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
09/19/03	Postage	72.71	Corporate Card	US Dollar	1.00		72.71
10/01/03	Company Car - Gasoline	10.01	Corporate Card	US Dollar	1.00		10.01
10/01/03	Stationery	21.58	Corporate Card	US Dollar	1.00		21.58
10/01/03	DME Product/Non Product	19.03	Corporate Card	US Dollar	1.00		19.03
10/01/03	DME Meals	19.03	Corporate Card	United States (US)	1.00		19.03
10/02/03	Company Car - Gasoline	29.65	Corporate Card	US Dollar	1.00		29.65
10/02/03	Telephone/Fax	1191.60	Corporate Card	US Dollar	1.00		1191.60
10/03/03	Stationery	24.57	Corporate Card	US Dollar	1.00		24.57
10/03/03	Postage	13.65	Corporate Card	US Dollar	1.00		13.65
10/04/03	Company Car - Gasoline	25.72	Corporate Card	US Dollar	1.00		25.72
10/06/03	Stationery	15.73	Corporate Card	US Dollar	1.00		15.73
10/06/03	Stationery	33.64	Corporate Card	US Dollar	1.00		33.64
10/07/03	Company Car - Gasoline	16.00	Corporate Card	US Dollar	1.00		16.00
10/07/03	Stationery	21.51	Corporate Card	US Dollar	1.00		21.51
10/07/03	DME Product/Non Product	2.73	Corporate Card	US Dollar	1.00		2.73
10/07/03	DME Meals	2.73	Corporate Card	United States (US)	1.00		2.73
10/08/03	Company Car - Gasoline	27.71	Corporate Card	US Dollar	1.00		27.71
10/08/03	Postage	4.49	Corporate Card	US Dollar	1.00		4.49
10/08/03	Stationery	0.76	Employee	United States (US)	1.00		0.76
10/09/03	Postage	8.00	Corporate Card	US Dollar	1.00		8.00
10/10/03	Company Car - Gasoline	19.58	Corporate Card	US Dollar	1.00		19.58
10/15/03	Company Car - Gasoline	10.01	Employee	United States (US)	1.00		10.01
10/16/03	Company Car - Gasoline	15.01	Employee	United States (US)	1.00		15.01
10/20/03	Company Car - Gasoline	10.00	Employee	United States (US)	1.00		10.00
10/22/03	Company Car - Gasoline	10.01	Employee	United States (US)	1.00		10.01
10/23/03	Telephone/Fax	120.85	Corporate Card	US Dollar	1.00		120.85
10/24/03	Postage	-72.71	Corporate Card	US Dollar	1.00		-72.71
10/24/03	Company Car - Gasoline	24.78	Corporate Card	US Dollar	1.00		24.78
10/24/03	Telephone/Fax	51.58	Corporate Card	US Dollar	1.00		51.58
10/24/03	DME Product/Non Product	15.00	Corporate Card	US Dollar	1.00		15.00
10/24/03	DME Meals	15.00	Corporate Card	United States (US)	1.00		15.00
10/26/03	Company Car - Gasoline	22.12	Corporate Card	US Dollar	1.00		22.12
10/26/03	Stationery	8.39	Corporate Card	US Dollar	1.00		8.39
10/27/03	Stationery	3.15	Corporate Card	US Dollar	1.00		3.15
10/27/03	Postage	15.78	Corporate Card	US Dollar	1.00		15.78
10/27/03	Postage	1.06	Corporate Card	US Dollar	1.00		1.06
10/27/03	Stationery	9.07	Corporate Card	US Dollar	1.00		9.07
10/28/03	Company Car - Gasoline	18.69	Corporate Card	US Dollar	1.00		18.69
10/28/03	Postage	6.96	Corporate Card	US Dollar	1.00		6.96
10/28/03	Stationery	2.09	Corporate Card	US Dollar	1.00		2.09
10/28/03	DME Product/Non Product	14.15	Corporate Card	US Dollar	1.00		14.15
10/28/03	DME Meals	14.15	Corporate Card	United States (US)	1.00		14.15

Express Expense Report
Employee and Expense Summary

10/29/0:	Company Car - Gasoline	25.60	Corporate Card	US Dollar	1.00	25.60
10/29/0:	DME Product/Non Product	21.60	Corporate Card	US Dollar	1.00	21.60
10/29/0:	DME Meals	21.60	Corporate Card	United States (US)	1.00	21.60
10/29/0:	DME Product/Non Product	100.00	Corporate Card	US Dollar	1.00	100.00
10/29/0:	DME Meals	100.00	Corporate Card	United States (US)	1.00	100.00
10/29/0:	DME Product/Non Product	40.59	Corporate Card	US Dollar	1.00	40.59
10/29/0:	DME Meals	40.59	Corporate Card	United States (US)	1.00	40.59
10/31/0:	Company Car - Gasoline	20.76	Corporate Card	US Dollar	1.00	20.76
10/31/0:	DME Product/Non Product	97.62	Corporate Card	US Dollar	1.00	97.62
10/31/0:	DME Meals	97.62	Corporate Card	United States (US)	1.00	97.62
10/31/0:	DME Product/Non Product	134.00	Corporate Card	US Dollar	1.00	134.00
10/31/0:	DME Meals	134.00	Corporate Card	United States (US)	1.00	134.00
10/31/0:	DME Product/Non Product	65.30	Corporate Card	US Dollar	1.00	65.30
10/31/0:	DME Meals	65.30	Corporate Card	United States (US)	1.00	65.30
10/31/0:	Company Car - Mileage	0.00	Employee	United States (US)	1.00	0.00
10/31/0:	Cellular Phone	98.42	Corporate Card	United States (US)	1.00	98.42
10/31/0:	Cellular Phone	45.99	Corporate Card	United States (US)	1.00	45.99
10/31/0:	Cellular Phone	52.43	Corporate Card	United States (US)	1.00	52.43

Charge to

Charge to: Default Cost Center
 Company Code: 0020
 Cost Center: 6005090

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
09/19/05	Postage	72.71	Non-Reimbursable		Non-Travel Related	No
10/01/05	Company Car - Gasoline	10.01	Reimbursable		General Travel	No
10/01/05	Stationery	21.58	Reimbursable		Customer Related	No
10/01/05	DME Product/Non Product	19.03	Reimbursable		General Travel	No
10/01/05	DME Meals	19.03	Reimbursable		General Travel	No
10/02/05	Company Car - Gasoline	29.65	Reimbursable		General Travel	No
10/02/05	Telephone/Fax	1191.60	Non-Reimbursable		General Travel	No
10/03/05	Stationery	24.57	Reimbursable		Customer Related	No
10/03/05	Postage	13.65	Reimbursable		Non-Travel Related	No
10/04/05	Company Car - Gasoline	25.72	Reimbursable		General Travel	No
10/06/05	Stationery	15.73	Reimbursable		Customer Related	No
10/06/05	Stationery	33.64	Reimbursable		Customer Related	No
10/07/05	Company Car - Gasoline	16.00	Reimbursable		General Travel	No
10/07/05	Stationery	21.51	Reimbursable		General Travel	No
10/07/05	DME Product/Non Product	2.73	Reimbursable		Customer Related	No
10/07/05	DME Meals	2.73	Reimbursable		Customer Related	No
10/08/05	Company Car - Gasoline	27.71	Reimbursable		General Travel	No
10/08/05	Postage	4.49	Reimbursable		Non-Travel Related	No
10/08/05	Stationery	0.76	Reimbursable	mileage in October	Customer Related	No
10/09/05	Postage	8.00	Reimbursable		Non-Travel Related	No
10/10/05	Company Car - Gasoline	19.58	Reimbursable		General Travel	No
10/15/05	Company Car - Gasoline	10.01	Reimbursable	mileage in October	General Travel	No
10/16/05	Company Car - Gasoline	15.01	Reimbursable	mileage in October	General Travel	No
10/20/05	Company Car - Gasoline	10.00	Reimbursable	mileage in October	General Travel	No
10/22/05	Company Car - Gasoline	10.01	Reimbursable	mileage in October	General Travel	No
10/23/05	Telephone/Fax	120.85	Non-Reimbursable		Non-Travel Related	No
10/24/05	Postage	-72.71	Non-Reimbursable		Non-Travel Related	No
10/24/05	Company Car - Gasoline	24.78	Reimbursable		General Travel	No
10/24/05	Telephone/Fax	51.58	Reimbursable		General Travel	No
10/24/05	DME Product/Non Product	15.00	Reimbursable		Customer Related	No
10/24/05	DME Meals	15.00	Reimbursable		Customer Related	No
10/26/05	Company Car - Gasoline	22.12	Reimbursable		General Travel	No
10/26/05	Stationery	8.39	Reimbursable		Non-Travel Related	No
10/27/05	Stationery	3.15	Reimbursable		General Travel	No
10/27/05	Postage	15.78	Reimbursable		Customer Related	No
10/27/05	Postage	1.06	Reimbursable		Non-Travel Related	No
10/27/05	Stationery	9.07	Reimbursable		General Travel	No
10/28/05	Company Car - Gasoline	18.69	Reimbursable		General Travel	No
10/28/05	Postage	6.96	Reimbursable		Non-Travel Related	No
10/28/05	Stationery	2.09	Reimbursable		Non-Travel Related	No
10/28/05	DME Product/Non Product	14.15	Reimbursable		Customer Related	No
10/28/05	DME Meals	14.15	Reimbursable		Customer Related	No
10/29/05	Company Car - Gasoline	25.60	Reimbursable		General Travel	No
10/29/05	DME Product/Non Product	21.60	Reimbursable		General Travel	No
10/29/05	DME Meals	21.60	Reimbursable		General Travel	No
10/29/05	DME Product/Non Product	100.00	Non-Reimbursable		Customer Related	No
10/29/05	DME Meals	100.00	Non-Reimbursable		Customer Related	No
10/29/05	DME Product/Non Product	40.59	Reimbursable		Customer Related	No
10/29/05	DME Meals	40.59	Reimbursable		Customer Related	No

10/31/03	Company Car - Gasoline	20.76	Reimbursable		General Travel	No
10/31/03	DME Product/Non Product	97.62	Reimbursable		Customer Related	No
10/31/03	DME Meals	97.62	Reimbursable		Customer Related	No
10/31/03	DME Product/Non Product	134.00	Reimbursable		Customer Related	No
10/31/03	DME Meals	134.00	Reimbursable		Customer Related	No
10/31/03	DME Product/Non Product	65.30	Reimbursable		Customer Related	No
10/31/03	DME Meals	65.30	Reimbursable		Customer Related	No
10/31/03	Company Car - Mileage	0.00	Reimbursable	mileage in October		No
10/31/03	Cellular Phone	98.42	Reimbursable	mileage in October	Non-Travel	Yes
10/31/03	Cellular Phone	45.99	Reimbursable	mileage in October	Non-Travel Related	Yes
10/31/03	Cellular Phone	52.43	Reimbursable	mileage in October	Non-Travel Related	Yes

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 2749.0
Personal: 604.0

Comments

Name: JOHN W GACHAGO
Subject: Cellular Phone on 10/31/03 for 45.99
Comment: High speed internet

Name: JOHN W GACHAGO
Subject: Cellular Phone on 10/31/03 for 52.43
Comment: Cell Phone. 52.43 + 45.99 + 51.58 = \$150 Communication Bill.

Name: JOHN W GACHAGO
Subject: Telephone/Fax on 10/23/03 for 120.85
Comment: Listed as Non reimbursable.

Name: JOHN W GACHAGO
Subject: Postage on 10/24/03 for -72.71
Comment: Applied as agreed.

Name: JOHN W GACHAGO
Subject: DME Product/Non Product on 10/31/03 for 97.62
Comment: Although I originally listed this as a Cogenix tequin expense it is actually a standard DME expense. Therefore listed as reimbursable.

Name: JOHN W GACHAGO
Subject: Submit
Comment: Will fax hard copy due to changes. You should have all receipts.



Page 1 of 6
 Statement Date: 8/21/03 - 8/20/03
 Account Number: 654628081

Paid by [Signature] Corel

BRISTOL MYERS SQUIBB
 ATTN: JOHN GACHAGO
 21 LINDEN PARK DR
 RANDOLPH MA 02368-4703

Previous Balance	Payments Received	Adjustments to Previous Balance	Past Due Balance	Current Charges	DUE UPON RECEIPT
1,266.60	1,266.60CR	N/A	N/A	120.85	\$120.85

ACCOUNT SUMMARY

Previous Balance	1,266.60	
Payments Received. Thank you!	1,266.60CR	
Monthly Service Charges	104.87	
Home Charges	2.58	
Other Charges and Credits	4.46	
Taxes, Surcharges or Assessments	8.94	
Total Current Charges		120.85
Due Upon Receipt		\$120.85
Late Fees Assessed after 10/20/03		
Amount Forwarded for Payment to Credit Card. Do Not Pay This Bill. (See Next Page)		\$120.85CR
ACTUAL AMOUNT DUE		\$0.00

Thank you for choosing Cingular Wireless. We appreciate your business. For information call 1-800-331-0500 or 811 a free call from your wireless phone. For deaf/hard of hearing customers: TTY 1-866-241-8587.

Document 27-4

Page 1 of 1

TEA100159339



SUBMIT RECEIPTS TO

SUMMARY INFORMATION

InterCompany Address

Name JOHN W GACHAGO

Employee ID 00101855

Expense dates 10/14/03-11/29/03

Total Expenses 525.25

Credit card remittance 238.74

Amount due Employee 286.51

Form ID TEA100159339

Approver CYNTHIA I CHIU

Postal Address

FAX TRANSMITTAL SHEET AND

RECEIPTS LISTED BELOW TO:

(609) 419-7021

* DO NOT SEND ORIGINALS TO NASSAU
 PARK *

DIRECTIONS FOR SUBMISSION

Submit the original receipts, and other appropriate documentation with this page.

Do NOT include unused (partially or wholly) airline tickets. Return ALL unused tickets to your travel agency.

REQUIRED RECEIPTS

Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	11/29/03	Cellular Phone	90.24	

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 10/14/03-11/29/03
Form ID TEA100159339
Approver CYNTHIA I CHIU

REPORT TOTALS

Report Total 525.25
Total adjustments 0.00
Total reimbursable 525.25
Credit card remittance 238.74
Amount due Employee 286.51

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
10/14/03	Company Car - Gasoline	15.00	Employee	United States (US	1.00		15.00
11/01/03	Stationery	29.44	Corporate Card	US Dollar	1.00		29.44
11/03/03	Stationery	13.10	Corporate Card	US Dollar	1.00		13.10
11/03/03	Company Car - Gasoline	23.84	Corporate Card	US Dollar	1.00		23.84
11/04/03	Stationery	3.14	Corporate Card	US Dollar	1.00		3.14
11/04/03	Postage	4.24	Corporate Card	US Dollar	1.00		4.24
11/04/03	Company Car - Gasoline	7.00	Employee	United States (US	1.00		7.00
11/05/03	DME Product/Non Product	15.75	Corporate Card	US Dollar	1.00		15.75
11/05/03	DME Meals	15.75	Corporate Card	United States (US	1.00		15.75
11/05/03	DME Product/Non Product	13.76	Corporate Card	US Dollar	1.00		13.76
11/05/03	DME Meals	13.76	Corporate Card	United States (US	1.00		13.76
11/05/03	Stationery	1.03	Corporate Card	US Dollar	1.00		1.03
11/05/03	Company Car - Gasoline	25.94	Corporate Card	US Dollar	1.00		25.94
11/06/03	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
11/07/03	Parking	26.00	Employee	United States (US	1.00		26.00
11/07/03	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
11/08/03	Postage	4.49	Corporate Card	US Dollar	1.00		4.49
11/09/03	Company Car - Gasoline	5.00	Employee	United States (US	1.00		5.00
11/11/03	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
11/12/03	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
11/13/03	Company Car - Gasoline	20.00	Employee	United States (US	1.00		20.00
11/17/03	Company Car - Gasoline	6.00	Employee	United States (US	1.00		6.00
11/18/03	Stationery	31.49	Employee	United States (US	1.00		31.49
11/18/03	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
11/19/03	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
11/20/03	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
11/21/03	Company Car - Gasoline	15.00	Employee	United States (US	1.00		15.00
11/24/03	Telephone/Fax	13.77	Corporate Card	US Dollar	1.00		13.77
11/24/03	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
11/24/03	Company Car - Gasoline	5.00	Employee	United States (US	1.00		5.00
11/25/03	Company Car - Gasoline	10.02	Employee	United States (US	1.00		10.02
11/26/03	Company Car - Gasoline	20.01	Employee	United States (US	1.00		20.01
11/29/03	High Speed Internet	45.99	Employee	United States (US	1.00		45.99
11/29/03	Cellular Phone	90.24	Corporate Card	United States (US	1.00		90.24
11/29/03	Company Car - Mileage	0.00	Employee	United States (US	1.00		0.00

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
10/14/03	Company Car - Gasoline	15.00	Reimbursable		General Travel	No
11/01/03	Stationery	29.44	Reimbursable		Customer Related	No
11/03/03	Stationery	13.10	Reimbursable		Customer Related	No
11/03/03	Company Car - Gasoline	23.84	Reimbursable		General Travel	No
11/04/03	Stationery	3.14	Reimbursable		Customer Related	No
11/04/03	Postage	4.24	Reimbursable		Non-Travel Related	No
11/04/03	Company Car - Gasoline	7.00	Reimbursable		General Travel	No
11/05/03	DME Product/Non Product	15.75	Reimbursable		Customer Related	No
11/05/03	DME Meals	15.75	Reimbursable		Customer Related	No
11/05/03	DME Product/Non Product	13.76	Reimbursable		Customer Related	No
11/05/03	DME Meals	13.76	Reimbursable		Customer Related	No
11/05/03	Stationery	1.03	Reimbursable		Customer Related	No
11/05/03	Company Car - Gasoline	25.94	Reimbursable		General Travel	No
11/06/03	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
11/07/03	Parking	26.00	Reimbursable		General Travel	No
11/07/03	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
11/08/03	Postage	4.49	Reimbursable		Customer Related	No
11/09/03	Company Car - Gasoline	5.00	Reimbursable		General Travel	No
11/11/03	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
11/12/03	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
11/13/03	Company Car - Gasoline	20.00	Reimbursable		General Travel	No
11/17/03	Company Car - Gasoline	6.00	Reimbursable		General Travel	No
11/18/03	Stationery	31.49	Reimbursable		Non-Travel Related	No
11/18/03	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
11/19/03	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
11/20/03	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
11/21/03	Company Car - Gasoline	15.00	Reimbursable		General Travel	No
11/24/03	Telephone/Fax	13.77	Reimbursable		Customer Related	No
11/24/03	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
11/24/03	Company Car - Gasoline	5.00	Reimbursable		General Travel	No
11/25/03	Company Car - Gasoline	10.02	Reimbursable		General Travel	No
11/26/03	Company Car - Gasoline	20.01	Reimbursable		General Travel	No
11/29/03	High Speed Internet	45.99	Reimbursable		Non-Travel Related	No
11/29/03	Cellular Phone	90.24	Reimbursable		General Travel	Yes
11/29/03	Company Car - Mileage	0.00	Reimbursable			No

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 2439.0
Personal: 881.0

BRISTOL MYERS SQUIBB
ATTN: JOHN GACHAGO
21 LINDEN PARK DR
RANDOLPH MA 02368-4703

Previous Balance	Payments Received	Adjustments to Previous Balance	Past Due Balance	Current Charges	DUE UPON RECEIPT
120.85	0.00	N/A	120.85	109.37	\$230.22

Previous Balance	120.85	
Payments Received	0.00	
Past Due Balance Payable Immediately		120.85
Monthly Service Charges	79.99	
Home Charges	18.06	
Other Charges and Credits	3.24	
Taxes, Surcharges or Assessments	8.08	
Total Current Charges		109.37
Due Upon Receipt		\$230.22
Late Fees Assessed after 11/20/03		
Amount Forwarded for Payment to Credit Card. Do Not Pay This Bill. (See Next Page)		\$230.22CR
ACTUAL AMOUNT DUE		\$0.00



Total Amount Due Upon Receipt	Amount Enclosed
Do Not Pay	

Cingular Wireless
PO Box 17587
Baltimore MD 21297-1587

9000006500000000000000000065462808100000000001208500000023022009

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 03/11/03-12/22/03
Form ID TEA100181439
Approver CYNTHIA I CHIU

REPORT TOTALS

Report Total -216.47
Total adjustments 332.39
Total reimbursable 115.92
Credit card remittance 0.00
Amount due Employee 115.92

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/11/03	DME Product/Non Product	-39.90	Corporate Card	US Dollar	1.00		-39.90
03/11/03	DME Meals	-39.90	Corporate Card	United States (US)	1.00		-39.90
05/29/03	Stationery	-13.64	Corporate Card	US Dollar	1.00		-13.64
06/07/03	Stationery	-27.26	Corporate Card	US Dollar	1.00		-27.26
09/07/03	Stationery	-29.99	Corporate Card	US Dollar	1.00		-29.99
10/29/03	DME Product/Non Product	-111.60	Corporate Card	US Dollar	1.00		-111.60
10/29/03	DME Meals	-111.60	Corporate Card	United States (US)	1.00		-111.60
10/29/03	DME Product/Non Product	-100.00	Corporate Card	US Dollar	1.00		-100.00
10/29/03	DME Meals	-100.00	Corporate Card	United States (US)	1.00		-100.00
10/29/03	DME Product/Non Product	-10.00	Corporate Card	US Dollar	1.00		-10.00
10/29/03	DME Meals	-10.00	Corporate Card	United States (US)	1.00		-10.00
12/10/03	Company Car - Gasoline	10.00	Employee	United States (US)	1.00		10.00
12/11/03	Company Car - Gasoline	15.00	Employee	United States (US)	1.00		15.00
12/11/03	Postage	4.30	Employee	United States (US)	1.00		4.30
12/12/03	Company Car - Gasoline	10.00	Employee	United States (US)	1.00		10.00
12/12/03	DME Product/Non Product	11.62	Employee	United States (US)	1.00		11.62
12/12/03	DME Meals	11.62	Employee	United States (US)	1.00		11.62
12/15/03	Company Car - Gasoline	5.00	Employee	United States (US)	1.00		5.00
12/15/03	Company Car - Gasoline	15.00	Employee	United States (US)	1.00		15.00
12/16/03	Company Car - Gasoline	10.00	Employee	United States (US)	1.00		10.00
12/16/03	Company Car - Gasoline	10.00	Employee	United States (US)	1.00		10.00
12/17/03	Company Car - Gasoline	10.00	Employee	United States (US)	1.00		10.00
12/18/03	Company Car - Gasoline	15.00	Employee	United States (US)	1.00		15.00
12/22/03	Company Car - Mileage	0.00	Employee	United States (US)	1.00		0.00

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
03/11/03	DME Product/Non Product	-39.90	Non-Reimbursable		General Travel	No
03/11/03	DME Meals	-39.90	Non-Reimbursable		General Travel	No
05/29/03	Stationery	-13.64	Non-Reimbursable		Customer Related	No
06/07/03	Stationery	-27.26	Non-Reimbursable		Non-Travel Related	No
09/07/03	Stationery	-29.99	Non-Reimbursable		Customer Related	No
10/29/03	DME Product/Non Product	-111.60	Non-Reimbursable		Customer Related	No
10/29/03	DME Meals	-111.60	Non-Reimbursable		Customer Related	No
10/29/03	DME Product/Non Product	-100.00	Non-Reimbursable		Customer Related	No
10/29/03	DME Meals	-100.00	Non-Reimbursable		Customer Related	No
10/29/03	DME Product/Non Product	-10.00	Non-Reimbursable		Customer Related	No
10/29/03	DME Meals	-10.00	Non-Reimbursable		Customer Related	No
12/10/03	Company Car - Gasoline	10.00	Reimbursable	Mileage	Customer Related	No
12/11/03	Company Car - Gasoline	15.00	Reimbursable	Mileage	General Travel	No
12/11/03	Postage	4.30	Reimbursable	Mileage	Non-Travel Related	No
12/12/03	Company Car - Gasoline	10.00	Reimbursable	Mileage	General Travel	No
12/12/03	DME Product/Non Product	11.62	Reimbursable	Mileage	Customer Related	No
12/12/03	DME Meals	11.62	Reimbursable	Mileage	Customer Related	No
12/15/03	Company Car - Gasoline	5.00	Reimbursable	Mileage	General Travel	No
12/15/03	Company Car - Gasoline	15.00	Reimbursable	Mileage	General Travel	No
12/16/03	Company Car - Gasoline	10.00	Reimbursable	Mileage	General Travel	No
12/16/03	Company Car - Gasoline	10.00	Reimbursable	Mileage	General Travel	No
12/17/03	Company Car - Gasoline	10.00	Reimbursable	Mileage	General Travel	No
12/18/03	Company Car - Gasoline	15.00	Reimbursable	Mileage	General Travel	No
12/22/03	Company Car - Mileage	0.00	Reimbursable	Mileage		No

Cars used for Business Travel

Car Type: Company Car

VIN: 45885

Business: 1486.0

Personal: 388.0

Comments

Name: JOHN W GACHAGO

Subject: Submit

Comment: Cynthia I already faxed my receipts. I have applied any other credit that I received on my Amex as non reimbursable per an email I received.

TEA100197857



SUBMIT RECEIPTS TO

InterCompany Address

Postal Address

FAX TRANSMITTAL SHEET AND
RECEIPTS LISTED BELOW TO:

(609) 419-7021

* DO NOT SEND ORIGINALS TO NASSAU
PARK *

SUMMARY INFORMATION

Name	JOHN W GACHAGO
Employee ID	00101855
Expense dates	12/22/03-01/26/04
Total Expenses	1352.52
Credit card remittance	1162.24
Amount due Employee	211.27
Form ID	TEA100197857
Approver	JOSEPH P DE LUCA

DIRECTIONS FOR SUBMISSION

Submit the original receipts, and other appropriate documentation with this page.

Do NOT include unused (partially or wholly) airline tickets. Return ALL unused tickets to your travel agency.

REQUIRED RECEIPTS

Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	12/30/03	Cellular Phone	104.01	
2)	01/07/04	Lodging	10.00	
3)	01/21/04	Cellular Phone	104.01	
4)	01/26/04	DME Product/Non Product	190.25	

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 12/22/03-01/26/04
Form ID TEA100197857
Approver JOSEPH P DE LUCA

REPORT TOTALS

Report Total 1352.52
Total adjustments 20.99
Total reimbursable 1373.51
Credit card remittance 1162.24
Amount due Employee 211.27

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
12/22/03	Stationery	32.38	Corporate Card	US Dollar	1.00		32.38
12/22/03	Company Car - Gasoline	25.07	Corporate Card	US Dollar	1.00		25.07
12/24/03	Telephone/Fax	4.78	Corporate Card	US Dollar	1.00		4.78
12/24/03	Company Car - Gasoline	24.25	Corporate Card	US Dollar	1.00		24.25
12/29/03	Stationery	42.79	Corporate Card	US Dollar	1.00		42.79
12/29/03	Company Car - Gasoline	24.07	Corporate Card	US Dollar	1.00		24.07
12/30/03	Company Car - Gasoline	22.70	Corporate Card	US Dollar	1.00		22.70
12/30/03	Stationery	24.14	Corporate Card	US Dollar	1.00		24.14
12/30/03	Cellular Phone	104.01	Corporate Card	United States (US	1.00		104.01
12/31/03	High Speed Internet	80.68	Corporate Card	US Dollar	1.00		80.68
01/05/04	Company Car - Gasoline	23.86	Corporate Card	US Dollar	1.00		23.86
01/06/04	Stationery	21.99	Corporate Card	US Dollar	1.00		21.99
01/06/04	Company Car - Other	1.67	Corporate Card	US Dollar	1.00		1.67
01/07/04	DME Product/Non Product	84.97	Corporate Card	US Dollar	1.00		84.97
01/07/04	DME Meals	84.97	Corporate Card	United States (US	1.00		84.97
01/07/04	Lodging	10.00	Corporate Card	US Dollar	1.00		10.00
01/07/04	Parking	10.00	Corporate Card	United States (US	1.00		10.00
01/07/04	Company Car - Gasoline	22.75	Corporate Card	US Dollar	1.00		22.75
01/07/04	DME Product/Non Product	14.36	Corporate Card	US Dollar	1.00		14.36
01/07/04	DME Meals	14.36	Corporate Card	United States (US	1.00		14.36
01/09/04	Stationery	-20.99	Corporate Card	US Dollar	1.00		-20.99
01/09/04	Company Car - Gasoline	22.15	Corporate Card	US Dollar	1.00		22.15
01/10/04	DME Product/Non Product	24.14	Corporate Card	US Dollar	1.00		24.14
01/10/04	DME Meals	24.14	Corporate Card	United States (US	1.00		24.14
01/10/04	DME Product/Non Product	55.63	Corporate Card	US Dollar	1.00		55.63
01/10/04	DME Meals	55.63	Corporate Card	United States (US	1.00		55.63
01/11/04	Company Car - Car Wash	9.00	Corporate Card	US Dollar	1.00		9.00
01/12/04	DME Product/Non Product	58.02	Corporate Card	US Dollar	1.00		58.02
01/12/04	DME Meals	58.02	Corporate Card	United States (US	1.00		58.02
01/12/04	Parking	19.00	Corporate Card	US Dollar	1.00		19.00
01/12/04	Company Car - Gasoline	12.02	Corporate Card	US Dollar	1.00		12.02
01/13/04	DME Product/Non Product	75.66	Corporate Card	US Dollar	1.00		75.66
01/13/04	DME Meals	75.66	Corporate Card	United States (US	1.00		75.66
01/13/04	Company Car - Gasoline	27.89	Corporate Card	US Dollar	1.00		27.89
01/13/04	Company Car - Gasoline	27.89	Employee	United States (US	1.00		27.89
01/15/04	Company Car - Gasoline	15.00	Employee	United States (US	1.00		15.00
01/16/04	Company Car - Gasoline	15.03	Employee	United States (US	1.00		15.03
01/20/04	DME Product/Non Product	2.98	Employee	United States (US	1.00		2.98
01/20/04	DME Meals	2.98	Employee	United States (US	1.00		2.98
01/20/04	Company Car - Registration/Taxes	15.00	Employee	United States (US	1.00		15.00
01/20/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
01/21/04	Stationery	3.45	Employee	United States (US	1.00		3.45

Express - Expense Report
Employee and Expense Summary

01/21/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00	10.00
01/21/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00	10.00
01/21/04	Cellular Phone	104.01	Corporate Card	United States (US	1.00	104.01
01/22/04	Company Car - Gasoline	12.01	Employee	United States (US	1.00	12.01
01/23/04	DME Product/Non Product	38.41	Employee	United States (US	1.00	38.41
01/23/04	DME Meals	38.41	Employee	United States (US	1.00	38.41
01/23/04	DME Product/Non Product	2.50	Employee	United States (US	1.00	2.50
01/23/04	DME Meals	2.50	Employee	United States (US	1.00	2.50
01/23/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00	10.00
01/26/04	DME Product/Non Product	190.25	Corporate Card	United States (US	1.00	190.25
01/26/04	DME Meals	190.25	Corporate Card	United States (US	1.00	190.25
01/26/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00	10.00
01/26/04	Company Car - Gasoline	29.00	Employee	United States (US	1.00	29.00
01/26/04	Company Car - Mileage	0.00	Employee	United States (US	1.00	0.00

Expense Sub-Totals

Lodging 10.00

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
12/22/01	Stationery	32.38	Reimbursable		Customer Related	No
12/22/01	Company Car - Gasoline	25.07	Reimbursable		General Travel	No
12/24/01	Telephone/Fax	4.78	Reimbursable		Non-Travel Related	No
12/24/01	Company Car - Gasoline	24.25	Reimbursable		General Travel	No
12/29/01	Stationery	42.79	Reimbursable		Non-Travel Related	No
12/29/01	Company Car - Gasoline	24.07	Reimbursable		General Travel	No
12/30/01	Company Car - Gasoline	22.70	Reimbursable		General Travel	No
12/30/01	Stationery	24.14	Reimbursable		Customer Related	No
12/30/01	Cellular Phone	104.01	Reimbursable		General Travel	Yes
12/31/01	High Speed Internet	80.68	Reimbursable		Non-Travel Related	No
01/05/02	Company Car - Gasoline	23.86	Reimbursable		General Travel	No
01/06/02	Stationery	21.99	Reimbursable		Non-Travel Related	No
01/06/02	Company Car - Other	1.67	Reimbursable		General Travel	No
01/07/02	DME Product/Non Product	84.97	Reimbursable		Customer Related	No
01/07/02	DME Meals	84.97	Reimbursable		Customer Related	No
01/07/02	Lodging	10.00	Reimbursable		Conference/Business	Yes
01/07/02	Parking	10.00	Reimbursable		Conference/Business	Yes
01/07/02	Company Car - Gasoline	22.75	Reimbursable		General Travel	No
01/07/02	DME Product/Non Product	14.36	Reimbursable		Customer Related	No
01/07/02	DME Meals	14.36	Reimbursable		Customer Related	No
01/09/02	Stationery	-20.99	Non-Reimbursable		Non-Travel Related	No
01/09/02	Company Car - Gasoline	22.15	Reimbursable		General Travel	No
01/10/02	DME Product/Non Product	24.14	Reimbursable		Customer Related	No
01/10/02	DME Meals	24.14	Reimbursable		Customer Related	No
01/10/02	DME Product/Non Product	55.63	Reimbursable		Customer Related	No
01/10/02	DME Meals	55.63	Reimbursable		Customer Related	No
01/11/02	Company Car - Car Wash	9.00	Reimbursable		General Travel	No
01/12/02	DME Product/Non Product	58.02	Reimbursable		Customer Related	No
01/12/02	DME Meals	58.02	Reimbursable		Customer Related	No
01/12/02	Parking	19.00	Reimbursable		Customer Related	No
01/12/02	Company Car - Gasoline	12.02	Reimbursable		General Travel	No
01/13/02	DME Product/Non Product	75.66	Reimbursable		Customer Related	No
01/13/02	DME Meals	75.66	Reimbursable		Customer Related	No
01/13/02	Company Car - Gasoline	27.89	Reimbursable		General Travel	No
01/13/02	Company Car - Gasoline	27.89	Reimbursable		General Travel	No
01/15/02	Company Car - Gasoline	15.00	Reimbursable		General Travel	No
01/16/02	Company Car - Gasoline	15.03	Reimbursable		General Travel	No
01/20/02	DME Product/Non Product	2.98	Reimbursable		Customer Related	No
01/20/02	DME Meals	2.98	Reimbursable		Customer Related	No
01/20/02	Company Car - Registration/Taxes	15.00	Reimbursable		General Travel	No
01/20/02	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
01/21/02	Stationery	3.45	Reimbursable		Non-Travel Related	No
01/21/02	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
01/21/02	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
01/21/02	Cellular Phone	104.01	Reimbursable		Customer Related	Yes
01/22/02	Company Car - Gasoline	12.01	Reimbursable		General Travel	No
01/23/02	DME Product/Non Product	38.41	Reimbursable		Customer Related	No
01/23/02	DME Meals	38.41	Reimbursable		Customer Related	No
01/23/02	DME Product/Non Product	2.50	Reimbursable		Customer Related	No

Express - Expense Report
Expense and Miscellaneous Detail

01/23/04	DME Meals	2.50	Reimbursable		Customer Related	No
01/23/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
01/26/04	DME Product/Non Product	190.25	Reimbursable		Customer Related	Yes
01/26/04	DME Meals	190.25	Reimbursable		Customer Related	Yes
01/26/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
01/26/04	Company Car - Gasoline	29.00	Reimbursable		General Travel	No
01/26/04	Company Car - Mileage	0.00	Non-Reimbursable	Sales & Service to Physicians	General Travel	No

Cars used for Business Travel

Car Type: Company Car
 VIN: 45885
 Business: 1529.0
 Personal: 695.0

Hand
SALE

THE CUISINE/MARK CONN
87 SANDWICH ST
PLYMOUTH, MA 02360
TID: 00005977111

TIME: 12:03 PM DATE: 01/23/04

MERCHANT #: 23628399395
VS XXXXXXXXXXXX7934 (KEYED)
INVOICE: 0000037001
SALES TAX: \$0.00
APPROVAL CODE: 023987 SEQ: 001
AVS Code: NN

PRE-TIP AMOUNT \$33.41

TIP AMOUNT \$00

TOTAL AMOUNT \$33.41

TOP COPY MERCHANT, BOTTOM COPY CUSTOMER

TESTING
MERCHANT

AME
378478120

SUR: 1A
SALE

SAT: 000613

DATE: JAN 25, 04

00: 04

PRE-TIP AMOUNT \$135.26

TIP \$00

TOTAL \$135.26

Dr. Kount

Dr. Kount

Dr. Kount

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Dr. Kount

Dr. Kount

Dr. Kount

Hand
Other. Pro. Meeting
Panera Bread #3860
84 Dartmouth Mall
Dartmouth, MA 02747
Phone: 508-994-9640
Fax: 508-994-9641

Date: Jan08'04 03:46PM
Card Type: Amex
Acct #: XXXXXXXXXXXX1009
Exp Date: 03/04
Auth Code: 574593
Check: 3898
Check ID: JOHN
Server: 100036 Crystal
JW GACHAGO

Subtotal: 14.38

TOTAL

SIGNATURE

THIS IS CUSTOMERS COPY

DATE 11321001701 TIME
01/23/04 0000000000 16:25

BASKIN ROBBINS-HANOVER
2117 WASHINGTON ST
HANOVER, MA 02339
781-659-7400

TRAN # AUTH
437 23998

SALE

ACCT. NUMBER EXP
4135710001177934 8206

DESC

TOTAL \$ 2.50

SIGNATURE
JOHN GACHAGO

THANK YOU

TOP COPY-MERCHANT
BOTTOM COPY-CUSTOMER

Cost. Dr
Panera Bread #3860
84 Dartmouth Mall
Dartmouth, MA 02747
Phone: 508-994-9640
Fax: 508-994-9641

Date: Jan20'04 10:34AM
Card Type: Visa
Acct #: XXXXXXXXXXXX7954
Exp Date: 02/04
Auth Code: 0213
Check: 11
Server: 100036 Crystal
JW GACHAGO

Subtotal: 2.98

Page 1 of 1



Providence Biltmore

A Rhode Island Tradition Since 1922

KENNEDY PLAZA
PROVIDENCE, RI 02903
Tele - (401) 421-0700 Fax - (401) 455-3050

Parking

XPARKING, NONHOSTED

Room Number:
Daily Rate: 0.00
Room Type: JSK
No. of Guests: 0 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
11/15/200	2/22/2004	XXXX XXXX XXXX 1009	HOUSE	HOUS	205419
DATE	ROOM NO	DESCRIPTION	REFERENCE	AMOUNT	
1/6/2004		PARKING CHARGE	PARKING CHARGE	\$8.00	
1/6/2004		PAID OUT	PAID OUT	\$2.00	
1/6/2004		AMERICAN EXPRESS	AMERICAN EXPRESS	(\$10.00)	

Shows lodging receipts

Charles Square Garage

Parking

CONTRACT #: N/A

ENTRANCE: 01/10/2004 14:26:12

EXIT: 01/10/2004 17:46:07

DURATION: 03:03:19 (DY:HR:MM)

FEE: \$19.00

AMEX 37947812086xxxx 03/04

Thank You
Have a Nice Day

W Dr R Charles

2002154E0000000895220000000000007808296590000000000000000000059000000

Cingular Wireless
PO Box 17587
Baltimore MD 21297-1587

11-11-64

#BWNJSZT
#BOS120546280818#
AV 02 030678 65175H149 A*
BRISTOL MYERS SQUIBB
ATTN: JOHN GACHAGO
21 LINDEN PARK DR
RANDOLPH, MA 02368-4703

Account Number : 654628081

Return this portion with check payable to Cingular Wireless. Please include your 9-digit account number on your check.

Thank you for choosing Cingular Wireless. We appreciate your business. For information call 1-800-331-0500 or 611, a free call from your wireless phone. For Deaf/hard of hearing customers: (TTY) 1-866-241-8587.

Xingular
WINDERS

Lat: From Assigned after 01/20/04

Total Amount Due Upon Receipt	\$345.12
Amount Enclosed	

ACCOUNT SUMMARY

	Previous Balance
	Payments Received
	Past Due Balance Payable Immediately

Monthly Service Charges

Other Charges and Credits

Total Current Charges

Due Upon Receipt
Late Fees Assessed after 01/20/04

#345, 12

119-24

79.99
27.09
3.48
8.48

88-522

225.88

225.88	Previous Balance	0.00	Payments Received	225.88	Balance to Previous Adjustments	N/A	225.88	Past Due Balance	119.24	Current Charges	4545.12	Due Upon Receipt
--------	------------------	------	-------------------	--------	---------------------------------	-----	--------	------------------	--------	-----------------	---------	------------------

BRISTOL MYERS SQUIBB
ATTN: JOHN GACHAGO
21 LINDEN PARK DR
RANDOLPH, MA 02368-4703

Page 1 of 13
Statement Date: 11/21/03 - 12/20/03
Account Number: 054628081

WIRELESS

IPINBRI

TEA100221029



SUBMIT RECEIPTS TO

InterCompany Address

Postal Address

FAX TRANSMITTAL SHEET AND
RECEIPTS LISTED BELOW TO:

(609) 419-7021

* DO NOT SEND ORIGINALS TO NASSAU
PARK *

SUMMARY INFORMATION

Name JOHN W GACHAGO

Employee ID 00101855

Expense dates 01/27/04-03/01/04

Total Expenses 727.02

Credit card remittance 628.12

Amount due Employee 98.90

Form ID TEA100221029

Approver JOSEPH P DE LUCA

DIRECTIONS FOR SUBMISSION

Submit the original receipts, and other appropriate documentation with this page.

Do NOT include unused (partially or wholly) airline tickets. Return ALL unused tickets to your travel agency.

REQUIRED RECEIPTS

Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	03/01/04	Cellular Phone	104.01	

Express - Expense Report

Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
 Employee ID 00101855
 Expense dates 01/27/04-03/01/04
 Form ID TEA100221029
 Approver JOSEPH P DE LUCA

REPORT TOTALS

Report Total 727.02
 Total adjustments 0.00
 Total reimbursable 727.02
 Credit card remittance 628.12
 Amount due Employee 98.90

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
01/27/04	Stationery	10.37	Employee	United States (US	1.00		10.37
01/29/04	Stationery	1.51	Employee	United States (US	1.00		1.51
01/29/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
01/30/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
01/31/04	Postage	11.55	Employee	United States (US	1.00		11.55
02/02/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
02/03/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
02/06/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
02/07/04	Stationery	1.62	Employee	United States (US	1.00		1.62
02/07/04	Postage	13.85	Employee	United States (US	1.00		13.85
02/09/04	Company Car - Gasoline	10.00	Employee	United States (US	1.00		10.00
02/16/04	Stationery	25.17	Corporate Card	US Dollar	1.00		25.17
02/16/04	Company Car - Gasoline	25.01	Corporate Card	US Dollar	1.00		25.01
02/17/04	Stationery	21.51	Corporate Card	US Dollar	1.00		21.51
02/17/04	Company Car - Gasoline	25.28	Corporate Card	US Dollar	1.00		25.28
02/17/04	DME Product/Non Product	59.13	Corporate Card	US Dollar	1.00		59.13
02/17/04	DME Meals	59.13	Corporate Card	United States (US	1.00		59.13
02/17/04	DME Product/Non Product	108.82	Corporate Card	US Dollar	1.00		108.82
02/17/04	DME Meals	108.82	Corporate Card	United States (US	1.00		108.82
02/22/04	Company Car - Gasoline	25.42	Corporate Card	US Dollar	1.00		25.42
02/23/04	Company Car - Registration/Taxes	29.00	Corporate Card	US Dollar	1.00		29.00
02/23/04	Company Car - Car Wash	8.00	Corporate Card	US Dollar	1.00		8.00
02/24/04	Company Car - Gasoline	24.86	Corporate Card	US Dollar	1.00		24.86
02/24/04	Telephone/Fax	0.47	Corporate Card	US Dollar	1.00		0.47
02/24/04	DME Product/Non Product	44.07	Corporate Card	US Dollar	1.00		44.07
02/24/04	DME Meals	44.07	Corporate Card	United States (US	1.00		44.07
02/24/04	DME Product/Non Product	12.49	Corporate Card	US Dollar	1.00		12.49
02/24/04	DME Meals	12.49	Corporate Card	United States (US	1.00		12.49
02/24/04	Business Meals & Entertainment	2.94	Corporate Card	US Dollar	1.00		2.94
02/25/04	Postage	1.20	Corporate Card	US Dollar	1.00		1.20
02/26/04	DME Product/Non Product	2.66	Corporate Card	US Dollar	1.00		2.66
02/26/04	DME Meals	2.66	Corporate Card	United States (US	1.00		2.66
02/27/04	Company Car - Gasoline	24.00	Corporate Card	US Dollar	1.00		24.00
02/27/04	DME Product/Non Product	11.65	Corporate Card	US Dollar	1.00		11.65
02/27/04	DME Meals	11.65	Corporate Card	United States (US	1.00		11.65
02/29/04	Company Car - Gasoline	26.44	Corporate Card	US Dollar	1.00		26.44
02/29/04	Company Car - Mileage	0.00	Employee	United States (US	1.00		0.00
03/01/04	High Speed Internet	45.99	Corporate Card	United States (US	1.00		45.99
03/01/04	Cellular Phone	104.01	Corporate Card	United States (US	1.00		104.01

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
01/27/04	Stationery	10.37	Reimbursable		Non-Travel Related	No
01/29/04	Stationery	1.51	Reimbursable		Non-Travel Related	No
01/29/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
01/30/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
01/31/04	Postage	11.55	Reimbursable		General Travel	No
02/02/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
02/03/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
02/06/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
02/07/04	Stationery	1.62	Reimbursable		Non-Travel Related	No
02/07/04	Postage	13.85	Reimbursable		Non-Travel Related	No
02/09/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
02/16/04	Stationery	25.17	Reimbursable		Non-Travel Related	No
02/16/04	Company Car - Gasoline	25.01	Reimbursable		General Travel	No
02/17/04	Stationery	21.51	Reimbursable		Non-Travel Related	No
02/17/04	Company Car - Gasoline	25.28	Reimbursable		General Travel	No
02/17/04	DME Product/Non Product	59.13	Reimbursable		Customer Related	No
02/17/04	DME Meals	59.13	Reimbursable		Customer Related	No
02/17/04	DME Product/Non Product	108.82	Reimbursable		Customer Related	No
02/17/04	DME Meals	108.82	Reimbursable		Customer Related	No
02/22/04	Company Car - Gasoline	25.42	Reimbursable		General Travel	No
02/23/04	Company Car - Registration/Taxes	29.00	Reimbursable		General Travel	No
02/23/04	Company Car - Car Wash	8.00	Reimbursable		General Travel	No
02/24/04	Company Car - Gasoline	24.86	Reimbursable		General Travel	No
02/24/04	Telephone/Fax	0.47	Reimbursable		General Travel	No
02/24/04	DME Product/Non Product	44.07	Reimbursable		Customer Related	No
02/24/04	DME Meals	44.07	Reimbursable		Customer Related	No
02/24/04	DME Product/Non Product	12.49	Reimbursable		Customer Related	No
02/24/04	DME Meals	12.49	Reimbursable		Customer Related	No
02/24/04	Business Meals & Entertainment	2.94	Reimbursable		Administrative	No
02/25/04	Postage	1.20	Reimbursable		Non-Travel Related	No
02/26/04	DME Product/Non Product	2.66	Reimbursable		Customer Related	No
02/26/04	DME Meals	2.66	Reimbursable		Customer Related	No
02/27/04	Company Car - Gasoline	24.00	Reimbursable		General Travel	No
02/27/04	DME Product/Non Product	11.65	Reimbursable		Customer Related	No
02/27/04	DME Meals	11.65	Reimbursable		Customer Related	No
02/29/04	Company Car - Gasoline	26.44	Reimbursable		General Travel	No
02/29/04	Company Car - Mileage	0.00	Reimbursable	sales and marketing	General Travel	No
03/01/04	High Speed Internet	45.99	Reimbursable		Non-Travel Related	No
03/01/04	Cellular Phone	104.01	Reimbursable		General Travel	Yes

Business Meals & Entertainment

Date: 02/24/04

Amount: 2.94

City: N DARTMOUTH, MA

Attendees: 2

Attendees: Joe Deluca (DBM / BMS)BMS) John Gachago (TBM / BMS)BMS)

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 1455.0
Personal: 763.0

Comments

Name: JOHN W GACHAGO
Subject: Submit
Comment: Rept for furl on 2/22 \$25.42 missing

Name: JOHN W GACHAGO
Subject: Exp Rpt Submission
Comment: Unable to submit yesterday since setting changed on new Fujitsu. Fixed with help desk today .Ticket 1191904

WIRELESS
Cingular

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 03/01/04-03/31/04
Form ID TEA100238408
Approver JOSEPH P DE LUCA

REPORT TOTALS

Report Total 2145.44
Total adjustments 267.20
Total reimbursable 1878.24
Credit card remittance 1858.24
Amount due Employee 20.00

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/01/04	Postage	1.78	Corporate Card	US Dollar	1.00		1.78
03/01/04	Stationery	3.01	Corporate Card	US Dollar	1.00		3.01
03/01/04	High Speed Internet	45.99	Corporate Card	US Dollar	1.00		45.99
03/01/04	Cellular Phone	104.01	Corporate Card	US Dollar	1.00		104.01
03/01/04	High Speed Internet	208.02	Corporate Card	US Dollar	1.00		208.02
03/02/04	DME Product/Non Product	12.10	Corporate Card	US Dollar	1.00		12.10
03/02/04	DME Meals	12.10	Corporate Card	United States (US)	1.00		12.10
03/02/04	DME Product/Non Product	7.93	Corporate Card	US Dollar	1.00		7.93
03/02/04	DME Meals	7.93	Corporate Card	United States (US)	1.00		7.93
03/02/04	Stationery	17.26	Corporate Card	US Dollar	1.00		17.26
03/02/04	Stationery	3.57	Corporate Card	US Dollar	1.00		3.57
03/02/04	Company Car - Gasoline	31.00	Corporate Card	US Dollar	1.00		31.00
03/03/04	High Speed Internet	59.18	Corporate Card	US Dollar	1.00		59.18
03/03/04	DME Product/Non Product	148.47	Corporate Card	US Dollar	1.00		148.47
03/03/04	DME Meals	148.47	Corporate Card	United States (US)	1.00		148.47
03/03/04	Stationery	3.14	Corporate Card	US Dollar	1.00		3.14
03/03/04	DME Product/Non Product	37.24	Corporate Card	US Dollar	1.00		37.24
03/03/04	DME Meals	37.24	Corporate Card	United States (US)	1.00		37.24
03/04/04	Stationery	2.50	Corporate Card	US Dollar	1.00		2.50
03/04/04	Company Car - Gasoline	29.37	Corporate Card	US Dollar	1.00		29.37
03/05/04	DME Product/Non Product	84.57	Corporate Card	US Dollar	1.00		84.57
03/05/04	DME Meals	84.57	Corporate Card	United States (US)	1.00		84.57
03/05/04	Stationery	2.18	Corporate Card	US Dollar	1.00		2.18
03/05/04	Postage	3.25	Corporate Card	US Dollar	1.00		3.25
03/09/04	DME Product/Non Product	9.21	Corporate Card	US Dollar	1.00		9.21
03/09/04	DME Meals	9.21	Corporate Card	United States (US)	1.00		9.21
03/09/04	DME Product/Non Product	241.45	Corporate Card	US Dollar	1.00		241.45
03/09/04	DME Meals	241.45	Corporate Card	United States (US)	1.00		241.45
03/09/04	Company Car - Gasoline	25.03	Corporate Card	US Dollar	1.00		25.03
03/10/04	DME Product/Non Product	39.60	Corporate Card	US Dollar	1.00		39.60
03/10/04	DME Meals	39.60	Corporate Card	United States (US)	1.00		39.60
03/10/04	Postage	3.85	Corporate Card	US Dollar	1.00		3.85
03/11/04	DME Product/Non Product	21.29	Corporate Card	US Dollar	1.00		21.29
03/11/04	DME Meals	21.29	Corporate Card	United States (US)	1.00		21.29
03/11/04	DME Product/Non Product	82.80	Corporate Card	US Dollar	1.00		82.80
03/11/04	DME Meals	82.80	Corporate Card	United States (US)	1.00		82.80
03/11/04	Company Car - Gasoline	24.50	Corporate Card	US Dollar	1.00		24.50
03/15/04	Company Car - Gasoline	25.90	Corporate Card	US Dollar	1.00		25.90
03/16/04	DME Product/Non Product	157.24	Corporate Card	US Dollar	1.00		157.24
03/16/04	DME Meals	157.24	Corporate Card	United States (US)	1.00		157.24
03/18/04	Company Car - Gasoline	20.00	Employee	United States (US)	1.00		20.00
03/18/04	Company Car - Mileage	0.00	Employee	United States (US)	1.00		0.00

**Express - Expense Report
Employee and Expense Summary**

03/19/04	Company Car - Gasoline	30.00	Corporate Card	US Dollar	1.00	30.00
03/20/04	DME Product/Non Product	72.48	Corporate Card	US Dollar	1.00	72.48
03/20/04	DME Meals	72.48	Corporate Card	United States (US)	1.00	72.48
03/20/04	Postage	88.49	Corporate Card	US Dollar	1.00	88.49
03/22/04	Company Car - Gasoline	12.36	Corporate Card	US Dollar	1.00	12.36
03/24/04	Telephone/Fax	2.11	Corporate Card	US Dollar	1.00	2.11
03/24/04	Company Car - Gasoline	27.76	Corporate Card	US Dollar	1.00	27.76
03/25/04	DME Product/Non Product	31.11	Corporate Card	US Dollar	1.00	31.11
03/25/04	DME Meals	31.11	Corporate Card	United States (US)	1.00	31.11
03/25/04	Company Car - Gasoline	28.85	Corporate Card	US Dollar	1.00	28.85
03/26/04	Company Car - Gasoline	11.78	Corporate Card	US Dollar	1.00	11.78
03/28/04	Company Car - Gasoline	25.10	Corporate Card	US Dollar	1.00	25.10
03/29/04	Stationery	2.73	Corporate Card	US Dollar	1.00	2.73
03/29/04	Stationery	33.12	Corporate Card	US Dollar	1.00	33.12
03/30/04	DME Product/Non Product	155.00	Corporate Card	US Dollar	1.00	155.00
03/30/04	DME Meals	155.00	Corporate Card	United States (US)	1.00	155.00
03/30/04	Stationery	3.26	Corporate Card	US Dollar	1.00	3.26
03/31/04	DME Product/Non Product	138.85	Corporate Card	US Dollar	1.00	138.85
03/31/04	DME Meals	138.85	Corporate Card	United States (US)	1.00	138.85
03/31/04	Company Car - Gasoline	27.00	Corporate Card	US Dollar	1.00	27.00

Charge to

Charge to: Default Cost Center
 Company Code: 0020
 Cost Center: 6005090

Express - Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
03/01/04	Postage	1.78	Reimbursable		Non-Travel Related	No
03/01/04	Stationery	3.01	Reimbursable		Non-Travel Related	No
03/01/04	High Speed Internet	45.99	Reimbursable		Non-Travel Related	No
03/01/04	Cellular Phone	104.01	Reimbursable		Non-Travel Related	No
03/01/04	High Speed Internet	208.02	Non-Reimbursable		Non-Travel Related	No
03/02/04	DME Product/Non Product	12.10	Reimbursable		Customer Related	No
03/02/04	DME Meals	12.10	Reimbursable		Customer Related	No
03/02/04	DME Product/Non Product	7.93	Reimbursable		Customer Related	No
03/02/04	DME Meals	7.93	Reimbursable		Customer Related	No
03/02/04	Stationery	17.26	Reimbursable		Non-Travel Related	No
03/02/04	Stationery	3.57	Reimbursable		Non-Travel Related	No
03/02/04	Company Car - Gasoline	31.00	Reimbursable		General Travel	No
03/03/04	High Speed Internet	59.18	Non-Reimbursable		Non-Travel Related	No
03/03/04	DME Product/Non Product	148.47	Reimbursable		Customer Related	No
03/03/04	DME Meals	148.47	Reimbursable		Customer Related	No
03/03/04	Stationery	3.14	Reimbursable		Non-Travel Related	No
03/03/04	DME Product/Non Product	37.24	Reimbursable		Customer Related	No
03/03/04	DME Meals	37.24	Reimbursable		Customer Related	No
03/04/04	Stationery	2.50	Reimbursable		Non-Travel Related	No
03/04/04	Company Car - Gasoline	29.37	Reimbursable		General Travel	No
03/05/04	DME Product/Non Product	84.57	Reimbursable		Customer Related	No
03/05/04	DME Meals	84.57	Reimbursable		Customer Related	No
03/05/04	Stationery	2.18	Reimbursable		Non-Travel Related	No
03/05/04	Postage	3.25	Reimbursable		Non-Travel Related	No
03/09/04	DME Product/Non Product	9.21	Reimbursable		Customer Related	No
03/09/04	DME Meals	9.21	Reimbursable		Customer Related	No
03/09/04	DME Product/Non Product	241.45	Reimbursable		Customer Related	No
03/09/04	DME Meals	241.45	Reimbursable		Customer Related	No
03/09/04	Company Car - Gasoline	25.03	Reimbursable		General Travel	No
03/10/04	DME Product/Non Product	39.60	Reimbursable		Customer Related	No
03/10/04	DME Meals	39.60	Reimbursable		Customer Related	No
03/10/04	Postage	3.85	Reimbursable		Non-Travel Related	No
03/11/04	DME Product/Non Product	21.29	Reimbursable		Customer Related	No
03/11/04	DME Meals	21.29	Reimbursable		Customer Related	No
03/11/04	DME Product/Non Product	82.80	Reimbursable		Customer Related	No
03/11/04	DME Meals	82.80	Reimbursable		Customer Related	No
03/11/04	Company Car - Gasoline	24.50	Reimbursable		General Travel	No
03/15/04	Company Car - Gasoline	25.90	Reimbursable		General Travel	No
03/16/04	DME Product/Non Product	157.24	Reimbursable		Customer Related	No
03/16/04	DME Meals	157.24	Reimbursable		Customer Related	No
03/18/04	Company Car - Gasoline	20.00	Reimbursable		General Travel	No
03/18/04	Company Car - Mileage	0.00	Reimbursable	Sales and Service to Customers	General Travel	No
03/19/04	Company Car - Gasoline	30.00	Reimbursable		General Travel	No
03/20/04	DME Product/Non Product	72.48	Reimbursable		Customer Related	No
03/20/04	DME Meals	72.48	Reimbursable		Customer Related	No
03/20/04	Postage	88.49	Reimbursable		Non-Travel Related	No
03/22/04	Company Car - Gasoline	12.36	Reimbursable		General Travel	No
03/24/04	Telephone/Fax	2.11	Reimbursable		Non-Travel Related	No
03/24/04	Company Car - Gasoline	27.76	Reimbursable		General Travel	No

**Express - Expense Report
Expense and Miscellaneous Detail**

03/25/04	DME Product/Non Product	31.11	Reimbursable	Customer Related	No
03/25/04	DME Meals	31.11	Reimbursable	Customer Related	No
03/25/04	Company Car - Gasoline	28.85	Reimbursable	General Travel	No
03/26/04	Company Car - Gasoline	11.78	Reimbursable	General Travel	No
03/28/04	Company Car - Gasoline	25.10	Reimbursable	General Travel	No
03/29/04	Stationery	2.73	Reimbursable	Non-Travel Related	No
03/29/04	Stationery	33.12	Reimbursable	Non-Travel Related	No
03/30/04	DME Product/Non Product	155.00	Reimbursable	Customer Related	No
03/30/04	DME Meals	155.00	Reimbursable	Customer Related	No
03/30/04	Stationery	3.26	Reimbursable	Non-Travel Related	No
03/31/04	DME Product/Non Product	138.85	Reimbursable	Customer Related	No
03/31/04	DME Meals	138.85	Reimbursable	Customer Related	No
03/31/04	Company Car - Gasoline	27.00	Reimbursable	General Travel	No

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 3343.0
Personal: 399.0

Comments

Name: JOHN W GACHAGO
Subject: Review Items
Comment: Postage above \$50 policy as 88.49 applied to shipping charges for return of expired glucovance samples.

Name: JOHN W GACHAGO
Subject: Stationary
Comment: Total charge includes \$33.12 charge for printer cartridge.

TEA100254991



SUBMIT RECEIPTS TO

InterCompany Address

Postal Address

FAX TRANSMITTAL SHEET AND
RECEIPTS LISTED BELOW TO:

(609) 419-7021

* DO NOT SEND ORIGINALS TO NASSAU
PARK *

SUMMARY INFORMATION

Name	JOHN W GACHAGO
Employee ID	00101855
Expense dates	04/01/04-05/02/04
Total Expenses	793.63
Credit card remittance	635.17
Amount due Employee	158.46
Form ID	TEA100254991
Approver	JOSEPH P DE LUCA

DIRECTIONS FOR SUBMISSION

Submit the original receipts, and other appropriate documentation with this page.

Do NOT include unused (partially or wholly) airline tickets. Return ALL unused tickets to your travel agency.

REQUIRED RECEIPTS

Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	04/15/04	DME Product/Non Product	128.45	

Express - Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name JOHN W GACHAGO
Employee ID 00101855
Expense dates 04/01/04-05/02/04
Form ID TEA100254991
Approver JOSEPH P DE LUCA

REPORT TOTALS

Report Total 793.63
Total adjustments 0.00
Total reimbursable 793.63
Credit card remittance 635.17
Amount due Employee 158.46

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/01/04	Postage	6.15	Corporate Card	US Dollar	1.00		6.15
04/01/04	High Speed Internet	45.95	Corporate Card	US Dollar	1.00		45.95
04/02/04	DME Product/Non Product	160.96	Corporate Card	US Dollar	1.00		160.96
04/02/04	DME Meals	160.96	Corporate Card	United States (US)	1.00		160.96
04/02/04	Company Car - Gasoline	10.00	Corporate Card	US Dollar	1.00		10.00
04/03/04	Telephone/Fax	104.00	Corporate Card	US Dollar	1.00		104.00
04/05/04	Company Car - Gasoline	27.00	Corporate Card	US Dollar	1.00		27.00
04/05/04	Stationery	3.36	Corporate Card	US Dollar	1.00		3.36
04/07/04	Company Car - Gasoline	10.03	Corporate Card	US Dollar	1.00		10.03
04/08/04	Company Car - Car Wash	8.00	Corporate Card	US Dollar	1.00		8.00
04/08/04	Company Car - Gasoline	11.11	Corporate Card	US Dollar	1.00		11.11
04/09/04	Company Car - Gasoline	26.93	Corporate Card	US Dollar	1.00		26.93
04/12/04	DME Product/Non Product	13.84	Corporate Card	US Dollar	1.00		13.84
04/12/04	DME Meals	13.84	Corporate Card	United States (US)	1.00		13.84
04/13/04	Company Car - Gasoline	27.98	Corporate Card	US Dollar	1.00		27.98
04/15/04	DME Product/Non Product	128.45	Employee	United States (US)	1.00		128.45
04/15/04	DME Meals	128.45	Employee	United States (US)	1.00		128.45
04/16/04	Company Car - Gasoline	10.00	Employee	United States (US)	1.00		10.00
04/20/04	Company Car - Gasoline	20.01	Employee	United States (US)	1.00		20.01
04/24/04	Telephone/Fax	2.11	Corporate Card	US Dollar	1.00		2.11
04/25/04	Company Car - Gasoline	27.07	Corporate Card	US Dollar	1.00		27.07
04/27/04	DME Product/Non Product	75.00	Corporate Card	US Dollar	1.00		75.00
04/27/04	DME Meals	75.00	Corporate Card	United States (US)	1.00		75.00
04/28/04	Company Car - Gasoline	26.48	Corporate Card	US Dollar	1.00		26.48
04/28/04	DME Product/Non Product	25.73	Corporate Card	US Dollar	1.00		25.73
04/28/04	DME Meals	25.73	Corporate Card	United States (US)	1.00		25.73
04/30/04	Company Car - Gasoline	23.47	Corporate Card	US Dollar	1.00		23.47
05/02/04	Company Car - Mileage	0.00	Employee	United States (US)	1.00		0.00

Charge to

Charge to: Default Cost Center
Company Code: 0020
Cost Center: 6005090

Express Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
04/01/04	Postage	6.15	Reimbursable		Non-Travel Related	No
04/01/04	High Speed Internet	45.95	Reimbursable		Non-Travel Related	No
04/02/04	DME Product/Non Product	160.96	Reimbursable		Customer Related	No
04/02/04	DME Meals	160.96	Reimbursable		Customer Related	No
04/02/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
04/03/04	Telephone/Fax	104.00	Reimbursable		Non-Travel Related	No
04/05/04	Company Car - Gasoline	27.00	Reimbursable		General Travel	No
04/05/04	Stationery	3.36	Reimbursable		Non-Travel Related	No
04/07/04	Company Car - Gasoline	10.03	Reimbursable		General Travel	No
04/08/04	Company Car - Car Wash	8.00	Reimbursable		Non-Travel Related	No
04/08/04	Company Car - Gasoline	11.11	Reimbursable		General Travel	No
04/09/04	Company Car - Gasoline	26.93	Reimbursable		General Travel	No
04/12/04	DME Product/Non Product	13.84	Reimbursable		Customer Related	No
04/12/04	DME Meals	13.84	Reimbursable		Customer Related	No
04/13/04	Company Car - Gasoline	27.98	Reimbursable		General Travel	No
04/15/04	DME Product/Non Product	128.45	Reimbursable		Customer Related	Yes
04/15/04	DME Meals	128.45	Reimbursable		Customer Related	Yes
04/16/04	Company Car - Gasoline	10.00	Reimbursable		General Travel	No
04/20/04	Company Car - Gasoline	20.01	Reimbursable		General Travel	No
04/24/04	Telephone/Fax	2.11	Reimbursable		General Travel	No
04/25/04	Company Car - Gasoline	27.07	Reimbursable		General Travel	No
04/27/04	DME Product/Non Product	75.00	Reimbursable		Customer Related	No
04/27/04	DME Meals	75.00	Reimbursable		Customer Related	No
04/28/04	Company Car - Gasoline	26.48	Reimbursable		General Travel	No
04/28/04	DME Product/Non Product	25.73	Reimbursable		Customer Related	No
04/28/04	DME Meals	25.73	Reimbursable		Customer Related	No
04/30/04	Company Car - Gasoline	23.47	Reimbursable		General Travel	No
05/02/04	Company Car - Mileage	0.00	Reimbursable	sales & service	General Travel	No

Cars used for Business Travel

Car Type: Company Car
VIN: 45885
Business: 3113.0
Personal: 222.0

TAB D

CHARGES NOT EXPENSED ON EXPENSE REPORT

<u>DATE</u>	<u>VENDOR</u>	<u>AMOUNT</u>
8/2/2002	NRA USAGE	\$2.72
8/12/2002	WHEELS	\$105.00
9/12/2002	NRA USAGE	\$0.61
9/12/2002	NRA USAGE	\$0.55
9/25/2002	NRA USAGE	\$0.70
11/16/2002	NANTUCKET AIR	\$158.00
12/16/2002	TOGOS EATERY	\$2.60
12/18/2002	TOGOS EATERY	\$9.66
12/23/2002	SHAWS MARKET	\$75.08
12/23/2002	BROOKS PHARMACY	\$23.73
12/23/2002	UPS	\$13.65
12/23/2002	EXXON	\$18.35
12/23/2002	AT&T	\$7.78
12/24/2002	TOGOS EATERY	\$20.81
12/30/2002	PREFERRED CUST GUILD	\$32.88
1/3/2003	PREFERRED CUST GUILD	\$19.97
1/3/2003	PITNEY BOWES	\$29.73
1/11/2003	EXXON	\$14.57
3/11/2003	PREFERRED CUST GUILD	-\$39.90
5/29/2003	OCEANNA REST GRILL	\$11.75
6/3/2003	COMCAST	\$158.32
6/19/2003	DOUBLETREE BOSTON	\$48.00
6/19/2003	DOUBLETREE BOSTON	\$25.10
6/25/2003	WALGREEN	\$33.79
6/28/2003	OUTBACK STEADHOUSE	\$33.38
7/11/2003	FRAME CENTER	\$87.07
7/30/2003	GOTOMYPC SERVICES	\$19.95
8/3/2003	IHOP	\$24.64
8/21/2003	FEDERAL EXPRESS	\$15.99
8/31/2003	SANCTUARY BOOKS	\$23.48
9/4/2003	BARNES & NOBLE	\$25.00
9/7/2003	K&G MESMART	\$15.74
9/17/2003	WALGREEN	\$1.58
10/3/2003	NOT YOUR AVERAGE JOE	\$3.49
10/6/2003	TOGOS EATERY	\$15.15
10/7/2003	DUNKIN DONUTS	\$6.30
4/26/2004	TOGOS EATERY	\$18.00
4/28/2004	CINGLUAR	\$299.27
5/3/2004	EXXON	\$10.01
	TOTAL	\$1,372.50

TAB E

DELIQUENCY CHARGES

<u>DATE</u>	<u>AMOUNT</u>
11/29/2002	\$33.77
2/28/2003	\$47.91
11/29/2003	\$98.32
1/30/2004	\$27.71
TOTAL	\$207.71

TAB F

CHARGES NOT REIMBURSED

<u>DATE</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>NOTE</u>
9/5/2003	COMCAST	\$84.21	EXPENSED ONLY \$45.99 OF \$130.22 CHARGE (TEA 100107946)
9/6/2003	SUNSHINE CAR WASH	\$9.99	EXPENSED ONLY \$20 OF \$29.99 CHARGE (TEA 100128920)
10/22/2003	CINGULAR	\$1,191.60	NON-REIMBURSABLE EXPENSE (TEA 100162094)
10/23/2003	CINGULAR	\$120.85	NON-REIMBURSABLE EXPENSE (TEA 100162094)
10/29/2003	LESZYGOMATES	\$100.00	NON-REIMBURSABLE EXPENSE (TEA 100612094)
3/3/2004	COMCAST	\$59.18	NON-REIMBURSABLE EXPENSE (TEA 100238408)
	TOTAL	\$1,565.83	

TAB G

PERSONAL PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>
12/10/2002	\$157.00
1/18/2003	\$125.00
4/25/2003	\$136.00
10/23/2003	\$105.23
12/17/2003	\$1,132.00
TOTAL	\$1,655.23

TAB H

CHARGES EXPENSED MORE THAN ONCE OR CREDITS

<u>DATE</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>NOTE</u>
5/29/2003	KINKOS	\$12.16	EXPENSED ON TEA 10078955 & TEA 1000063018
6/7/2003	HOME DEPOT	\$53.46	EXPENSED \$17.82 CHARGE FOUR TIMES ON TEA 1000078955
1/9/2004	OFFICE MAX	\$20.99	CREDIT EXPENSED AS NON- REIMB ON TEA 100197857
	TOTAL	\$86.61	

TAB I

OUT OF POCKET EXPENSES REIMBURSED TO CORPORATE CHARGE CARD

<u>DATE</u>	<u>EXPENSE</u>	<u>AMOUNT</u>
12/18/2002	GASOLINE	\$10.00
1/14/2003	GASOLINE	\$3.03
1/14/2003	GASOLINE	\$10.00
1/15/2003	GASOLINE	\$5.00
10/31/2003	CINGULAR	\$98.42
11/29/2003	CINGULAR	\$90.24
12/30/2003	CINGULAR	\$104.01
	TOTAL	\$320.70

TAB J



DOCUMENT: TE – Travel Card Administration – External Procedure	EFFECTIVE DATE: 10/15/2003	REVISION#
SUBJECT: Auditing of Expense Reports & Card Accounts		REVISION DATE:
		PAGE: 1

It is the employee's responsibility to audit their own reports and submit outstanding business charges.

The Travel Card Administrator will audit only T&E's and American Express statements for active employee's with credits, suspected abuse, or terminated employee's accounts. If the audit concludes there is abuse on the corporate card, your manager will be notified and the account suspended. Human Resources will be notified depending upon the extent of the abuse.

Below are tips on auditing American Express Accounts & T&E's:

Requests for T&E summaries and AMEX statements can be made to the Travel Card Administrator: MG-GBS-CORPORATE_CARD_ADMINISTRATION@bms.com

Employees can also access their accounts on-line with American Express. To sign up for this service go to <https://home3.americanexpress.com/cards/registered.asp>

- ✓ Match the AMEX statements with the T&E summaries, line for line, to determine what charges have not been accounted for.
- ✓ Verify that charges are valid. Contact AMEX at 800/528-2122 or on-line within 60 days if you are disputing the charge. AMEX will post a temporary credit until the charge is resolved. If you dispute the charge after 60 days, you will need to pay for the charge while AMEX is investigating it.
- ✓ Have cash advances been expensed? Have the cash advance fees been expensed. The fees do not show up in card data. Employee should check their AMEX statements for the fee amount.
- ✓ Are there any delinquency fees? If so, the employee is responsible for payment. AMEX will only remove delinquency fees if they have misposted a payment. AMEX will no longer remove delinquency fees for lost statements as the employee has the ability to check their accounts on-line.

Note: Delinquency fees are not reimbursable through the T&E system

- ✓ If you returned tickets to the travel agency check to make sure they been credited. Remember that non-refundable tickets cannot be credited and should be expensed even if they are not used.
- ✓ Have you purchased airline tickets in advance or have you prepaid a conference fee? If so, you are able to submit these charges prior to attending your meeting or conference.



DOCUMENT: TE – Travel Card Administration – External Procedure	EFFECTIVE DATE: 10/15/2003	REVISION#
SUBJECT: Auditing of Expense Reports & Card Accounts		REVISION DATE:
		PAGE: 2

- ✓ Have you expensed your AT&T calling card charges?
- ✓ Did you sign up for the AMEX Membership Rewards Program? If so, the \$75 fee is not reimbursable through BMS and does not appear in card data. The employee must pay this fee to AMEX.
- ✓ Are all of the T&E's that you submitted been approved by your manager and paid to your AMEX account? To check on the status of your T&E reports, please refer to the T&E Policy located at: http://onefss.bms.com/depts/express_te/index.html , Policies/Procedures, External, Policies, File Category: Travel & Entertainment, Checking Status of Expense Report.
- ✓ Did you mark a charge as non-reimbursable instead of reimbursable? If so, you will need to resubmit the charge as reimbursable.
- ✓ Did you apply a credit from a vendor to a T&E, but did not apply the original charge to a T&E? If so, you will need to apply the original charge.

Once you have reviewed your AMEX statements and T&E summaries and found the missing charge (s), submit them on an expense report. If you have older charges that have not been expensed, use the current date and note on the report the original date.

Check request payments to pay charge card accounts for active BMS employees is not acceptable and against company policy.

TAB K



DOCUMENT: TE – Travel Card Administration - External Procedure	EFFECTIVE DATE: 9/24/03	REVISION# REVISION DATE:
SUBJECT: Cancellation of Corporate Charge Cards	PAGE: 1	

The Travel Card Administrator should be notified upon the termination of an employee. An e-mail should be sent to MG-GBS-CORPORATE CARD ADMINISTRATION with the employee's name, card number (if possible), and their BMS ID number.

The AT&T calling card will also be cancelled automatically along with the corporate card.

Should you receive the plastic card after notifying the Travel Card Administrator, the cards should be cut up and discarded. There is no need to send them in to the administrator.

Employees are responsible for completing a final expense report upon leaving. Should the employee leave without reconciling their account, the employee will then be responsible for payment.

For information on payment of a terminated employee's charge card, please see the procedure entitled Payment of Terminated Employee's Account located on the FSS web site, <http://onefss.bms.com>, Express T&E, Procedures.